

**HR Generalist** (Bachelor's Degree Req'd)

**Full Time (onsite position)**

**Elevate Your Career. Join The Jefferson's Ferry team!**

**Jefferson's Ferry is a Life Plan Community and a unique concept.** It provides Independent Living and a comprehensive retirement living option for adults over the age of 62 by offering an Active Adult Community, Assisted Living, Skilled Nursing Care and Memory Care, all centrally located on one campus.

If you are a skilled HR professional and excited about being involved in the full scope of Human Resources, we want to talk with you! We are seeking a self-motivated, detail-oriented HR Generalist with a strong customer service orientation to support the daily operations of a busy Human Resources department. Working closely with the Human Resources team, the HR Generalist will perform various responsibilities on a professional level supporting the organizational objectives of a growing company.

**Why work at Jefferson's Ferry?**

- Our beautiful campus is on 50 acres of land.
- Your job will be exciting - never a dull moment.
- We offer opportunities to learn and for career growth.
- Our staff is welcoming, professional, and friendly.
- You'll work in a lively and positive environment.
- Major new construction and renovations completed—new upscale facilities!
- People truly enjoy working here!
- Year-end bonus

**In this role you will:**

- Support the sourcing and recruitment efforts for hiring quality candidates and maintaining a pipeline of talent.
- Delivery of New Hire Orientation programs ensuring a consistent positive engagement experience.
- Lead and maintain various activities designed to promote and maintain a high level of employee engagement.
- Coordinate the development, delivery, and tracking of training initiatives.
- Benefits administration and employee inquiries.
- Ensure data accuracy in HRIS to meet all compliance requirements.
- Ensure compliance of federal, state and local laws as well as DOH regulations.
- Assist with creating communications to employees.
- Coordinate employee recognition programs.

- Assist with onboarding of employees including background checks and fingerprints to ensure compliance and a smooth engagement process with new hires.

### **We require:**

- Minimum 2-3 years of Human Resources experience.
- Bachelor's degree in Human Resources, Business Administration or a related field (or equivalent direct human Resources work experience).
- Knowledge of federal, state and local employment laws required.
- Experience with DOH regulations a plus.
- Experience working with a Human Resource Information System (HRIS) required.
- Proficiency in Microsoft Suite (Word, Outlook, Excel, and PowerPoint).
- Exceptional interpersonal skills with a team-orientation.
- Proactive, self-starter orientation with strong organizational skills.

### **Benefits:**

- Health insurance
- Dental insurance
- Vision Insurance
- Company Paid STD, LTD, Life insurance & AD&D
- 403 (B) with match
- Employee assistance program
- Paid time off
- Tuition reimbursement
- Benefits VIP/Health Advocate
- Paid vacation and 11 holidays
- On-Site employee dining

### **JEFFERSON'S FERRY IS THE 2023 BEST OF LONG ISLAND WINNER OF:**

- **BEST RETIREMENT COMMUNITY**
- **BEST NURSING HOME**
- **BEST ASSISTED LIVING**

HR Generalist, for immediate consideration please forward your resume to: **jfhr@jeffersonsferry.org** or by fax 631-675-5597

Jefferson's Ferry – We take the best care of our employees, as well!

An EOE m/f/d/v

\* Rates are based on commensurate experience and other qualifications.