

Human Resource Benefits Admin and Generalist

Confidential Company in search of a strong HR Generalist is responsible for performing HR-related duties on a professional level and works closely with senior HR management and field management in supporting multi-state locations. This position is responsible for the following functional areas: benefits administration, employee relations, administrative support, policy implementation, affirmative action and employment law compliance.

The selected candidate will exercise evaluative thinking and independent judgment in responding to internal inquiries and requests for information as well as inquiries and requests from agencies, organizations and the public. Must exercise utmost discretion and handle matters in accordance with the Company's confidentiality policies. This position will be called upon to counsel other team members on Company policies and procedures.

Requirements:

- A Bachelor's Degree AND at least five (5) years experience in employee benefits, leave administration and/or employee relations positions.
- PHR preferred
- Must be extremely organized – able to manage multiple projects / tasks
- Excellent computer skills, including MS Office Suite (Word, Excel, Powerpoint, Outlook, etc.)
- HRIS experience required – ADP preferred

Please email resume to confidentialjobs92@gmail.com