

Human Resources Generalist

Full Time

Maria Regina Residence is a Skilled Nursing Facility located on the beautiful 212-acre campus of the Sisters of Saint Joseph in Brentwood, NY. We've continually earned the State's highest ratings as a quality health care facility, offering the best patient care and clinical services in a nurturing environment. Our staff of caring and highly-skilled professionals is among the finest in the State.

We currently have an exceptional opportunity for an experienced Human Resources Generalist to assist in the administration of various programs, policies and procedures and ensure that all applicable human resources practices are in accordance with federal, state and local laws. You will also handle duties such as compensation, benefits, schedules, working conditions, promotion opportunities, employee relations issues and recruiting.

To succeed in this role, you must possess a Bachelor's degree in Human Resources or at least four years experience as a HR Generalist, or a similar combination of education and experience. We also require proficiency in MS OFFICE (WORD and EXCEL), effective verbal and written communication skills and a commitment to continuing professional development. Experience with ADP preferred.

We offer an generous benefit package including medical, dental and 403(b) plan. We also offer an employer-funded pension plan and life insurance plan. Please forward a resume to 631.299.3063 or email to Human Resources at hr@mariareginaresidence.org. You may download an application for employment at www.mariareginaresidence.org, AN EOE m/f/d/v

MARIA REGINA RESIDENCE
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