

**JOB TITLE:** HR Generalist (Bilingual)

**Where to apply:** <https://jobs.cardinalhealth.com/search/jobdetails/hr-generalist-bilingual/4ebff699-e22a-45cd-9793-37b872ea2d28>

**At Cardinal Health, we're developing the innovative products and services that make healthcare safer and more productive. Join a growing, global company genuinely committed to making a difference for our customers and communities.**

### ***What HR Operations contributes to Cardinal Health***

HR Operations is responsible for the administration and efficiency of HR data transactions, processes, audits and calculations and managing internal programs and projects.

- Uses knowledge of HR processes, technologies, and controls framework to initiate and/or complete routine employee data transactions and to monitor, audit and ensure data integrity.
- Defines and executes foundational data changes related to organizational changes and merger & acquisition activity.
- Identifies root cause, evaluates impacts and develops solutions for data and process breakdowns.
- Develops and maintains standard operating procedures for new and/or modified HR programs impacting employee data requirements.
- Demonstrates knowledge of program/ project management practices, solutions and technologies as well as change management and business process.

This role will play a central role in supporting people leaders and our diverse, multicultural workforce in all areas of HR. Reporting to the Director, HR Business Partner, this individual will work as a business team collaborator and contributor who is both a "strategic thinker" and "pragmatic doer." Primary areas include: talent acquisition, employee relations, leave management, (FMLA, WC, DBL, etc.) compliance, reporting and CBA administration.

### ***Accountabilities***

- Resolve employee performance issues and workplace concerns
- Manage employee leave programs
- Source, recruit and onboard personnel
- Collaborate with the Director, HRBP on best practices and continuous process improvement
- Work with HR team peers and Corporate COEs to execute initiatives and solutions to meet business needs
- Successfully manage multiple priorities with a high degree of accuracy

### ***Qualifications***

- 5 years of related HR experience, generalist experience preferred
- Bachelor's degree in HR, Business or related field
- Union environment experience preferred
- Superior bilingual English/Spanish interpersonal, verbal and written communication skills required
- Broad knowledge of HR areas and current trends
- Professional judgment and integrity in problem-solving that inspires confidence and trust
- Relationship building and partnering skills with a commitment to excellent customer service
- High proficiency in MS Office Suite (Excel, Word, Power Point, Outlook) and HRIS
- Strong attention to detail and organizational skills

Talent Acquisition

**Corporate Search**

***What is expected of you and others at this level***

- Applies comprehensive knowledge and a thorough understanding of concepts, principles, and technical capabilities to perform varied tasks and projects
- May contribute to the development of policies and procedures
- Works on complex projects of large scope
- Develops technical solutions to a wide range of difficult problems. Solutions are innovative and consistent with organization objectives
- Completes work independently receives general guidance on new projects
- Work reviewed for purpose of meeting objectives
- May act as a mentor to less experienced colleagues