

HR Generalist

Come join our dynamic HR Team. The Human Resources Generalist coordinates human resources activities including compensation and benefits, HRIS and file maintenance.

Minimum Requirements

- Bachelor's degree in Human Resources or other related degree. HR Certification is a plus.
- At least 2 years of HR experience. Ability to speak Spanish is a plus.
- High level of proficiency with Microsoft Office Suites (Word, Excel, PowerPoint).
- Must be extremely well organized. Ability to adapt and work in a fast-paced, changing environment with competing and shifting priorities.

Essential Duties and Responsibilities:

- Manages Employee Compensation and Benefits. Enrolls employees in benefit plans and educates employees on wellness program.
- Implements the administration of company-wide policies and procedures in accordance with stated company objectives and ensures compliance with federal, state and local regulatory agencies.
- Reviews/analyzes wage and salary reports and data to establish and maintain competitive wages.
- Manages sensitive employment issues.

Compensation:\$40,000-\$44,000 annually