

## Human Resources Generalist Job Posting

**Date: November 2022**

The Human Resources Generalist performs a wide variety of tasks in support of the HR needs of RefugeeOne staff. Displays initiative and resourcefulness in identifying and appropriately addressing issues, and maintains excellent communication with RefugeeOne staff.

- Manage logistics of recruitment and hiring; ensure that job requisitions have been completed, develop job postings, work with hiring manager to develop screening tools and arrange interviews
- Complete on-boarding process, including background checks, e-verify and I9
- Manage scheduling of goal-setting and performance management process
- Maintain confidential employee files
- Assist with management of employee benefit programs
- Support development and implementation of employee training programs
- Support implementation of RefugeeOne policies

### **Competencies Include:**

- General knowledge of employment laws and practices
- Effective oral and written communication
- Excellent organizational skills
- Proficiency in Microsoft Windows
- Evidence of high-level discretion and respect for confidentiality
- Demonstrated ability to interact with a diverse workforce
- Demonstrated capability in conflict resolution
- Ability to effectively manage a wide array of tasks, projects, and responsibilities
- Ability to work productively in an unstructured environment with frequent interruptions

### **Education/Experience:**

- Bachelor's Degree or higher
- Related work experience is a must

### **Position Information and Compensation**

- 40 hours per week
- Annual salary plus generous PTO and benefit package

Please send resumes and cover letter to Jan Douglas – [jdouglas@refugeeone.org](mailto:jdouglas@refugeeone.org)

***No phone calls please***