



Position Title: **Human Resources Generalist**

Job Type: **Full-Time**

Date Posted: July 2022

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

**Job Function:**

- 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:**

- 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

**Requirements:**

- Bachelor's Degree or higher
- 5-7 years of related work experience is a must

Annual salary plus generous PTO and benefit package.

To apply, send resume and cover letter to Jan Douglas at [jdouglas@refugeeone.org](mailto:jdouglas@refugeeone.org).

**NO PHONE CALLS PLEASE**

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