

Singota Solutions

JD071

Job title: Human Resources Generalist and Training Assistant
Department: HR and Training
Location: Bloomington, IN
Position Type: Full-time, 40 hours/week, exempt

General Description including Skills and Physical Activity Requirements

The Human Resources Generalist deploys Human Resources practices to achieve objectives that ensure an employee-oriented, high-performance culture that emphasizes empowerment, quality, productivity, standards, goal attainment, and the recruitment and ongoing development of a superior workforce. The role actively participates in the Human Resource and Training functions for the company including:

1. Conducts recruitment efforts for all personnel, including exempt, non-exempt and temporary employees; conducts new-employee orientations as necessary; places ads, schedules interviews (both onsite and remote).
2. Creates new hire offer packages and conducts background screens.
3. Manages and tracks resumes and applications.
4. Assists with developing and /or, updating, personnel policies and procedures, in compliance with applicable laws, rules and state requirements.
5. Assists in the implementation and maintenance of a salary administration plans, which may include compensation and benefit packages, and the classification of positions.
6. Hosts/attends regular department staff meetings to ensure communication among personnel regarding program-related activities.
7. Provides assistance / support with HR consultation and training for all departments regarding recruitment and employment, compensation and benefits, record-keeping systems, performance development and evaluation programs, and other related Human Resources functions.
8. Performs benefits administration to include claims resolution, change reporting, and communicating benefits information to employees from the local office.
9. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
10. Conducts job functions in a manner, which consistently promotes a high level of customer service to both internal and external customers, models and supports the company's core values and basic principles.
11. Assists with developing and conducting orientation and ongoing general training.
12. Assists with obtaining documents for client audits or regulatory inspections.
13. Scans and files highly confidential documents, including employee personnel files and financial files.
14. Assists the CEO and Senior Leadership Team, when applicable.
15. Support administrative tasks for EHS and IT, when applicable.

Characteristics required include:

1. Demonstrated experience in handling and securing sensitive and confidential information to ensure it is not shared
2. Trustworthiness and personal integrity
3. Effective verbal and written communication including maintaining confidentiality when needed, proficiency in Microsoft Office
4. Exhibits positive attitude and good judgment, a person folks seek out for advice
5. Time management and organizational skills

Work Experience & Educational Requirements:

- BS in Business or HR
- 5 years' experience in HR role, preferred

Singota Solutions is an Equal Opportunity Employer