



<https://onionlakehealth.org/careers/human-resources-generalist-olhbi-administration/>

Human Resources Generalist – OLHBI Administration

Hiring organization
OLHBI

Description

The Human Resource Generalist will be responsible for organizing employment records, running orientation training, supporting the hiring and placement of new employee, preparation of letters of offers, He or she will also assist with the development of policy and supporting in all aspects of the human resources department.

Employment Type
Full-time

Reports to: Human Resource Officer

Responsibilities

- Support the human resources team with all transactional HR functions.
- Provide recruiting assistance and candidate screening and assessment.
- Assist with payroll and benefits administration as required.
- Distribute HR policies, procedures and memorandums to the appropriate individuals, divisions, or departments across the organization.
- Assist with processing new hires and ensure compliance with federal standards.
- Keep Accurate and complete records and forms of filed items.
- Answer questions about records and files.
- Draft general forms, letters, reports and memos as necessary.
- Organize, maintain and coordinate office records and files, both paper and digital, in their proper locations.
- Schedule appointments for interviews and meetings; preparing necessary materials for scheduled meetings.
- Assist in conducting disciplinary actions.
- Record and prepare minutes of meetings.

Qualifications

- High school diploma, GED or other equivalent.
- Post Secondary Degree or Diploma in Human Resources or a related field.
- Working towards CPHR designated an asset.
- Previous experience as a HR Generalist is an asset.
- Excellent written and verbal skills and comprehension.
- Excellent time management skills
- Collaboration
- Proactivity
- Problem solving
- Highly organized
- Objectivity
- Serviced Orientated

Contacts

DEADLINE DATE: November 8, 2024

Only qualified applicants will be contacted for an interview.

Interested applicants, who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified
3. LIST of three current references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

Attention to: Human Resources

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