

Human Resources Generalist

Reports to: Director of Human Resources

Job Summary:

The Human Resources Generalist will run the daily functions of the Human Resource (HR) department including hiring and interviewing staff, benefits coordination, leave requests, and enforcing company policies and practices.

Duties/Responsibilities:

1. Conducts/acquires employee eligibility verifications.
2. Completes new hire orientation and employee onboarding for enterprises.
3. Performs routine tasks required to administer and execute human resource programs including but not limited to occupational health and safety and training and development.
4. Assists Director of HR with employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
5. Attends and participates in employee disciplinary meetings, terminations, and investigations.
6. Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
7. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
8. Performs other duties as assigned.

Required Skills/Abilities:

1. Excellent verbal and written communication skills.
2. Excellent interpersonal, negotiation, and conflict resolution skills.
3. Excellent organizational skills and attention to detail.
4. Excellent time management skills with a proven ability to meet deadlines.
5. Strong analytical and problem-solving skills.
6. Ability to prioritize tasks and to delegate them when appropriate.
7. Ability to act with integrity, professionalism, and confidentiality.
8. Thorough knowledge of employment-related laws and regulations.
9. Proficient with Microsoft Office Suite or related software.

Competencies

1. Communication.
2. Consultation.
3. Critical Evaluation.
4. Global & Cultural Awareness.
5. HR Expertise.

6. Leadership & Navigation.
7. Relationship Management.
8. Ethical Practices

Supervisory Responsibility

This position does not have any supervisory responsibilities.

Position Type/Expected Hours of Work

This is a full-time position, in an office setting. Hours for this position are Monday-Friday, 8:00am to 4:30pm. This position has an opportunity for flex and hybrid work.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Required Education and Experience:

1. High School Diploma or equivalent required.
2. 5 years of human resources' experience required.
3. Must currently be in an HR Generalist role or have been in the last 3 years.
4. 3 years of experience using Spectrum/Viewpoint HRIS or similar HRIS system.

Preferred Education and Experience

1. Bachelor's Degree
2. HR certification (SHRM-CP, SHRM-SCP, PHR)

Salary Range

This position has a salary range of \$75,000-\$90,000 (DOE).

Benefits

All full-time positions are eligible to receive the following: medical/dental/vision plan with employer contributions, 401k plan with employer match, supplemental life insurance, and tuition reimbursement. For other benefits that may be included with this position, please reach out to the MCEC Human Resources Department.

MCEC is Native hiring preference for enrolled members of the Nisqually Indian Tribe or other Federally recognized Indian Tribe. Please attach a copy of Tribal ID card with resume.