

HUMAN RESOURCE GENERALIST



JOB DESCRIPTION:

CLASSIFICATION: Non-Union Human Resources Generalist	SALARY: DOE/DOQ
DEPARTMENT: Human Resources/Operations	FLSA STATUS: Exempt 50%-80% Part Time
REPORTS TO: VP Human Resources	
For more than 40 years Bet Tzedek has set the standard for innovation and excellence in poverty law. In that tradition, Bet Tzedek is seeking a part time HR Generalist to support the people operations of the organizations.	
<p>Position Summary: Performs Human Resources related duties at the professional level and may carry out responsibilities in some or all of the following areas: benefits administration, employee relations, training, recruiting, employment, labor relations, data analysis, etc. The successful candidate will have considerable knowledge of principles and practices of Human Resources Administration, effective oral and written communication skills, and excellent interpersonal skills.</p>	
<p>Essential Duties and Responsibilities: include the below. Other duties may be assigned:</p> <ul style="list-style-type: none"> • Partners with employees and management to communicate various Human Resources policies, procedures, laws, standards and government regulations. • Responds to employee relations issues such as complaints, harassment allegations, etc. • Administers various human resources plans and procedures for all company personnel; administers accruals and benefits, assists in development and implementations of personnel policies and procedures. • Employee Relations, companywide communications, recruiting, performance reviews. 	
<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Ability to organize and prioritize work • Ability to make recommendations to effectively resolve problems or issues, by using judgment that is consistent with standards, practices, policies, procedures, regulations or government law and company expectations. • Proficiency in a variety of computer software, especially in Microsoft Excel and Word. • High level of interpersonal skills to handle sensitive and confidential situations and documentation. • Ability to operate most standard office equipment • Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines. • Excellent spelling, grammar and written communication skills. • Ability to maintain a high level of confidentiality 	
<p>EDUCATION:</p> <ul style="list-style-type: none"> • HR certification is strongly preferred (PHR,SPHR, etc) • High School diploma or equivalent. • Bachelor Degree with concentration in a related area, Human Resources Management preferred. 	
<p>HOW TO APPLY</p> <ul style="list-style-type: none"> • Email letter of interest, resume, and minimum salary requirement to resume@bettzedek.org. (Subject: "HR-Generalist") <p><i>Note: To best serve our communities Bet Tzedek seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.</i></p>	