

Human Resources Generalist

OLV Charities

POSITION SUMMARY:

This position performs general Human Resources duties to support the operations of the HR department in a mission focused, non-profit organization. The individual in this role needs to be customer focused and team-oriented with the ability to build relationships and provide a full range of talent-related services that apply to projects, department initiatives and practices. The responsibilities require the delivery of high quality results while exhibiting organizational values. This position reports to the HR Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Partners with supervisors regarding the talent acquisition process by preparing and posting jobs, sourcing, screening, interviewing and hiring candidates
2. Conducts pre-employment screenings
3. Works with supervisors to create and maintain job descriptions
4. Performs tasks in support of HR programs such as benefits, performance management, training, compensation, onboarding and offboarding employees
5. Maintains knowledge of and compliance with laws, regulations, best practices including tracking documents, maintaining files, training and recommending updates to policies
6. Manages planning and execution of annual employee recognition event
7. Maintains accurate records and documentation including highly sensitive and confidential information
8. Manages compliance with organization safe environment employee and volunteer requirements
9. Functions as the point of contact for employee, supervisor, applicant inquiries and questions
10. Handles scheduling interviews, meetings, preparing documents, processing invoices and correspondence
11. Performs tasks to meet important deadlines
12. Performs other duties as assigned

KNOWLEDGE, SKILLS AND ABILITY

1. Knowledge of talent acquisition, benefits and performance management best practices
2. Knowledge of federal, state and local employment laws
3. Possesses strong interpersonal skills with the ability to build positive relationships with others
4. Strong skills in taking initiative and problem solving issues creatively and independently
5. Strong ability to effectively prioritize, multitask

6. Strong accuracy skills with ability to be attentive to details and organize work to meet deadlines
7. Skilled at providing excellent customer service, assessing needs, providing timely assistance and solutions to others with professionalism and diplomacy
8. Ability to keep information confidential, maintain strict access to confidential and sensitive information
9. Ability to respond to requests in a timely and professional manner
10. Possesses strong verbal and written communication skills
11. Proficient with or the ability to learn and utilize a human resource information system (HRIS), and similar computer applications
12. Ability to utilize electronic systems, enter data, generate reports
13. Ability to work independently and in a team environment
14. Ability to function as a talent specialist in a mission driven, non-profit environment
15. Highly proficient with Microsoft Office Suite (Microsoft Word, Excel, PowerPoint and Outlook)
16. Ability to demonstrate OLV Charities' values

EDUCATION AND EXPERIENCE

1. High School diploma/equivalency required, Associates or Bachelors degree preferred
2. Professional SHRM and/or HRCI certification preferred
3. 3-5 years with progressive HR experience in staffing and benefits required
4. 3-5 years' experience in utilizing Microsoft Office products (Word, Excel, PowerPoint and Outlook) required
5. 3-5 years' experience utilizing HRIS systems required

PHYSICAL REQUIRMENTS

Prolonged periods of sitting at a desk and working on a computer
Must be able to lift up to 15 lbs at times

Pay Range: \$30.00-\$36.00/hour, based on skills and experience

Email resume and cover letter to: olvc-careers@olvcharities.org
Or send cover letter along with resume to:

OLV Charities; Human Resources Department
780 Ridge Road
Lackawanna, NY 14218