

JOB TITLE: Human Resources Generalist

EMPLOYER: North Shore Senior Center

DEPARTMENT: Human Resources

REPORTS TO: Associate Director, Human Resources

FLSA STATUS: Exempt

LOCATION: Arthur C. Nielson, Jr. Campus, Northfield, IL

FT/PT: Full-time

SUMMARY: The Human Resources Generalist supports the Human Resources team in all functional areas related to employees. Performs a variety of tasks and projects for all areas of the department, including but not limited to Recruiting, Payroll, Employee Relations, Performance Management, Benefits, Compliance, Training, and Recordkeeping.

DUTIES AND RESPONSIBILITIES:

- Responsible for recruitment related activities, including but not limited to reviewing resumes, responding to employment inquires, attending career fairs and similar community events, conducting phone screens, conducting interviews, performing reference checks, verifying all pre-employment items are in order, and reviewing onboarding paperwork with new hires.
- Conducts new employee orientation both one-on-one and in group settings, ensuring employees receive relevant training and answers to questions; revises content of orientation to ensure it is accurate, thorough, and delivers in an engaging format.
- Conducts employee exit-interviews with departing employees; may conduct stay-interviews with employees, as needed.
- Promotes positive employee relations by handling requests for information efficiently and accurately, and by providing excellent customer service. Communicates current policies and procedures accurately and clearly. Contributes to employee survey development, delivery, and post-survey follow up, as appropriate. Provides guidance to management when responding to employee concerns and resolving human resource issues. Ensures resolutions provide for consistent, equitable and professional treatment of all NSSC employees.
- Ensures all job descriptions are up-to-date and in consistent format; makes updates as needed throughout recruitment cycle or organizational structure changes.
- Researches, participates in, and contributes toward selection of benefits and compensation decisions.
- Researches and contributes to writing new organizational policies; participates in routine review of existing policies to ensure compliance.
- Tracks and administers leaves of absences in accordance with applicable laws and organizational policies and procedures.
- Reviews all HRIS data entry for completeness and accuracy; performs backup data entry in HRIS; tracks employment data and metrics; prepares various reports, as needed. Maintains employment record information, both electronic and paper.
- Reviews bi-monthly payroll processing. Knowledgeable of state and federal time and attendance laws.
- Leads employee recognition/appreciation events and other employee-related events throughout the year.
- Assists with and leads organizational staff meetings.
- Assists with HR-related organizational communications.
- Maintains confidentiality of and safeguards sensitive employee information and records.

- Attends all staff, supervisor, and department meetings.
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- This job has no direct supervisory responsibilities.

QUALIFICATIONS:

- Bachelor's Degree in human resources, business, psychology, communications, or similar related field, or equivalent combination of education, training, and experience.
- Minimum of four years of progressive human resources experience.
- Computer skills required: Intermediate to Advanced Microsoft Office Suite skills and ability to quickly learn new programs. Experience with ADP Workforce Now or similar HRIS.
- Other skills required:
 - Excellent interpersonal, written and verbal communication skills
 - Advanced organizational skills, including attention to detail and accuracy
 - Experience and ability in maintaining highly detailed written and electronic data in a confidential, accurate and timely manner
 - Ability to think creatively and problem-solve
 - Collaborative, team player
 - Non-profit experience, a plus

To be considered for this position, please send your resume and salary requirements to hr@nssc.org.

EOE: North Shore Senior Center is an equal opportunity employer; applicants are considered for all positions without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), marital status, parental status, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state or local law.