

# HR GENERALIST

**In the subject line please indicate job title.** If you are registered at a One-Stop Center and have a Career Counselor, please include their name.

**To apply please send resume to:**  
[Adrienne.conger@oconestop.com](mailto:Adrienne.conger@oconestop.com)

<b>Location:</b> City of Industry	<b>Experience Required:</b> See Below
<b>Education Required:</b> See Below	<b># of Openings:</b> 1
<b>Compensation:</b> \$ 65k -72k	<b>Temp to Hire/ Direct:</b> Direct

**Summary:** An employer in the City of Industry is looking to employ an HR Generalist with outstanding analytical and communication skills.

## Requirements:

- Bachelor's degree in human resources or related field
- 2 years of experience as an HR Coordinator n(essential)
- Deep understanding of Labor Law and employment equity regulations
- Efficient HR administration and people management skills
- Excellent record keeping skills
- Fantastic knowledge of HR functions and best practices
- Excellent written and verbal communication skills
- Works comfortably under pressure and meets tight deadlines
- Superb computer literacy with capability in email, MS Office and related HR software
- Remarkable organizational, decision-making, problem-solving and conflict management skills

## Responsibilities:

- Assist with all internal and external HR related matters
- Participate in developing organizational guidelines and procedures
- Recommend strategies to motivate employees
- Assist with the recruitment process by identifying candidates, conducting reference checks and issuing employee contracts
- Investigate complaints brought forward by employees
- Coordinate employee development and performance management
- Perform orientations and update records of new staff
- Manage the organization's employee database and prepare reports
- Produce and submit reports on general HR activity
- Assist with budget monitoring and payroll
- Keep up-to-date with the latest HR trends and best practices

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