



JOB TITLE: HR Generalist

LOCATION: Lincoln, NE

HOURS: Full Time

REPORTS TO: Director of Operations

LEVEL: Exempt

SALARY: \$40,000 - \$60,000

JOB SUMMARY

The HR Generalist works internally with various departments, increasingly in a consultancy role, assisting managers to understand and implement policies and procedures. In addition, this individual works externally by providing consulting services, supporting sales, and working with clients to promote Human Resources functions.

PRIMARY RESPONSIBILITIES

- Promoting equality and diversity as part of the culture of the organization;
- Liaising with a wide range of people involved in policy areas such as staff performance and health and safety;
- Recruiting staff - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates;
- Developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management;
- Preparing staff handbooks;
- Advising on pay and other remuneration issues, including promotion and benefits;
- Undertaking regular salary reviews;
- Administering payroll and maintaining employee records;
- Interpreting and advising on employment law;
- Dealing with grievances and implementing disciplinary procedures;
- Developing with line managers HR planning strategies which consider immediate and long-term staffing requirements;
- Planning, and sometimes delivering, training - including inductions for new staff;
- Analyzing training needs in conjunction with departmental managers;
- Support Sales with HR consulting, payroll system implementation, and wellness initiatives.

JOB REQUIREMENTS

Education: Four year college degree or relevant industry experience.

Experience: Five plus years' experience in the Human Resources field.

Licensure: Professional in Human Resources (PHR), Certified Human Resources Professional (CHRP), and/or Human Resources Certification Institute (HRCI) designations.

Skills/Abilities:

- Demonstrated ability to communicate, present and influence credibly and effectively at all levels of the organization;
- Ability to successfully interact with a variety of client personality types;
- Ability to follow up on activities from start to finish while working independently;
- Experience in delivering client-focused solutions based on customer needs;
- Proven ability to manage multiple projects at a time while paying strict attention to detail.