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Human Resources Generalist

Lincoln, NE

At NRC Health, we promise to help our customers bring human understanding to healthcare for their patients and communities. Our associates are at the heart of delivering that promise, so we promise that same human understanding to each other. Come where culture is everything.

As an associate, you:

- Innovate with us** to move healthcare forward.
- Give back** to the community with volunteer time off.
- Fit your role** and do what you love.
- Grow and develop** along a career path designed by you.
- Support one another** – no one says, “That’s not my job.”
- Play hard** at beer:30 and team outings – we have a lot to celebrate.
- Let life happen** with 4+ weeks time off, a flexible work environment, and dress for your day attire.
- Live healthy** with a comprehensive healthcare plan and wellness program.

Who we want

- Do you thoroughly enjoy working with HR compliance, policies and data?
- Do you have a proven ability to handle confidential information with discretion?
- Do you have a track record of ownership with strong organizational & prioritization skills, ability to meet deadlines, and attention to detail, accuracy and follow-through?
- Do people describe you as having a friendly personality, high energy, and very strong interpersonal skills that leads to your ability to build relationships quickly?

What you will do

As the **Human Resources Generalist**, you will be part of a dynamic team supporting a diverse and growing organization. You will play an integral role by supporting associate initiatives across our multiple office locations and will assist in carrying out various Associate Resources (AR) programs and procedures for all associates, focusing on compliance, reporting and HRIS administration. You will support NRC Health’s Compliance Programs through understanding of AR and company policy requirements, LMS administration, and associate acknowledgment practices. You will maintain a high-level awareness and knowledge of regulatory compliance requirements. You will assist in auditing policies, as well as policy creation, updates and documentation. You will prepare, maintain, and update associate data in current HRIS, ensuring accuracy and completeness of data. You will maintain Affirmative Action data reports and work with third-party and government agencies as determined by compliance deadlines. Also, you will support performance management system set-up, data collection, updates and tracking, as well as assisting with HRIS training projects and rollout to end-users. In addition, you will support the AR team during the bi-weekly payroll process for approximately 450 associates and serve as the payroll back-up as needed.

What you need

- Associate Degree; Bachelor’s Degree preferred
- 3+ years relevant work experience in Human Resources Payroll & Benefits administration
- Knowledge and strong understanding of local, state, federal employment laws and regulations
- Ability to maintain confidentiality
- Highly detail oriented
- Proficiency in Microsoft Office applications, specifically Excel

Would be nice

- UltiPro (or similar/large HRIS provider) experience preferred
- Administration experience with Learning Management Systems
- PHR/SPHR or SHRM-CP certification preferred

Have Purpose. Think Boldly. Feel Connected. Be Understood.