

Human Resources Generalist/Recruiter

JOB TYPE: Full Time

PAY: \$50,000/year

WORK LOCATION: In person (Flanders, NJ)

Overview:

Reporting to the Assistant Director of Human Resources, the Human Resources Generalist/Recruiter will be responsible for performing various administrative duties. The nature of the position often involves exposure to sensitive information necessitating considerable use of diplomacy, discretion and judgment and confidentiality. The Human Resources Manager must demonstrate the ability to function effectively in an environment of change and balance competing priorities. The Human Resources Generalist/Recruiter will lead the department functions of recruiting, hiring and interviewing staff. The Human Resources Generalist/Recruiter will also be responsible for employee onboarding and offboarding as directed. This role will also provide support to other HR department functions such as benefits administration. The Human Resources Generalist/Recruiter will play a critical role in ensuring the smooth functioning of our agency. They will be responsible for managing HR activities, supporting our employees, and contributing to the company's growth and success.

RESPONSIBILITIES:

- Participation in employment development initiatives and other HR projects.
- Recruit, interview and hire candidates based on company needs and objectives.
- Process employment application intake and verification of complete and accurate onboarding steps of new hires.
- Performs various HRIS data entry and personnel file maintenance functions.
- Maintains confidential personnel files and personnel actions.
- Schedules and complete employee background check screenings such as but not limited to: Central registry, CARI, Medical, and drug test, verify comply, OIG exclusions, Identigo fingerprinting, MVR.
- Assist as needed with benefit enrollments and questions.
- Assist as needed with Worker's compensation, Disability and FMLA needs.
- Answer and direct phone calls/email as directed.
- Organize and schedule appointments.
- Write and distribute email, correspondence memos, letters and forms.
- Develop and maintain a filing system (electronic/physical).
- Maintain employee and management contact lists.
- Maintain and manage a new hire list.
- Handles confidential information.
- Provide general support to the Director and Assistant Director and within the Department.
- Act as the point of contact between employees and director of organization development



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- Performs other duties and special projects, as assigned.

QUALIFICATIONS:

- Knowledge of office management systems, and HR procedures.
- Working knowledge of office equipment, like printers and other machines.
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook and Excel); scheduling appointments/updating calendars a must.
- Ability to learn and adapt to new procedures that may be introduced to the company at any time.
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multi-task.
- Bachelor's degree in Human Resources Management, Business Administration or Other related field.
- Cooperate with licensee and Division staff in any investigation, inspection and inquiry.

Contact Gene Rossi, Recruiter, at (973) 326-9750 x244 or Gene.Rossi@ArcMorris.org.

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