



## **HR Generalist**

**Calling entrepreneurial HR professionals...Why?** Because we are a company that expects our team members to exercise independence and autonomy every day. You understand that the work you do, and how you perform it has a direct impact on our bottom line. You speak “business”, not just HR. You will be a part of creating processes, procedures and tools that will support our clients, and assist them in their efforts to be compliant with all things HR. You will directly contribute to the growth and success of our company, and will be generously compensated for doing so.

You must be a critical thinker, strategic problem solver that can communicate with individuals at all levels; from new hires to business owners and executives. While you will not have quotas or be expected to sell HR services, you will frequently accompany a sales person to meetings with prospects as the “HR expert”. At other times, you will personally consult with prospective clients about their HR needs and present recommendations in a confident manner. You will also execute on those recommendations; therefore being adaptable and able to transition from strategic to tactical is critical in this role.

### **Basic qualifications/experience:**

- Thorough knowledge of human resource practices and principles, typically obtained from five+ years’ HR experience required
- Bachelor’s degree in HR, or equivalent combination of education and experience preferred
- PHR/SPHR or PHR-CA/SPHR-CA highly preferred
- Previous consulting experience highly preferred
- Two+ years HRIS and payroll systems experience highly preferred
- Valid driver’s license and ability to use your own vehicle, proof of automobile insurance

**Why consider a career with our team?** We are a values driven organization and are guided by service to our employees, our clients and the communities in which we live and do business. Everything we do is based on these values. There are endless opportunities to learn and grow.

### **Interested in continuing the conversation?**

- Please submit your resume in Word or PDF
- Include a cover letter, and be sure to answer the following questions:
  - What do you love about HR?
  - Why are you looking for a new position, and what do you expect of your future employer?

We look forward to sharing more about our culture, benefits and compensation with potential candidates during in person interviews. We will follow up with all potential candidates promptly.

If this sounds like a fit, send us your [resume and cover letter](#) today!