

Twin County Recovery Services, Inc. is looking for a (Human Resources) HR Generalist to join our team and implement various human resources programs. Your role as an HR Generalist will be far from one-dimensional. You'll undertake a wide range of HR tasks, like organizing trainings, administering employee benefits and leaves and crafting HR policies. You will use ADP to ensure all employee records are up-to-date and confidential. You'll act as the main point of contact for employees' queries on HR-related topics. The goal is to ensure the HR department's operations will be running smoothly and effectively to deliver maximum value to the organization.

Responsibilities

- Administer compensation and benefit plans
- Assist in talent acquisition and recruitment processes
- Conduct employee onboarding and help organize training & development initiatives
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- Promote HR programs to create an efficient and conflict-free workplace
- Assist in development and implementation of human resource policies
- Undertake tasks around performance management
- Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates
- Organize quarterly and annual employee performance reviews
- Maintain employee files and records in electronic and paper form
- Ensure compliance with labor regulations

Skills

- Proven experience as an HR Professional
- Understanding of general human resources policies and procedures
- Good knowledge of employment/labor laws
- Outstanding knowledge of MS Office & ADP
- Excellent communication and people skills
- Aptitude in problem-solving
- Desire to work as a team with a result driven approach
- BS/BA in Business administration, HR, or relevant field