

HR Representative Job Description

The Human Resources Generalist is responsible for providing support for a wide variety of activities in the human resources department such as employee relations, recruiting, administration of benefits, and database management. In general, this position performs a wide variety of both complex and routine administrative services.

Duties and Responsibilities

- Administering and explaining benefits to employees, serving as liaison between third party administrators and employees.
- Participating in development and execution of onboarding and orientation programs and procedures for new employees.
- Research and track federal, state, and city compliance issues; assist with implementation as required
- Assist as a fact finder for response to personnel disputes;
- Posting and advertising open positions and assisting in recruitment process.
- Preparing and maintaining job documentation, job evaluation, and company salary structure systems. Responding to salary surveys.
- Checking applicant references
- Assume certain administrative duties in support of Food Service and Housekeeping
- Administer AW's volunteer program
- Miscellaneous – curate shows for AW art gallery, Christmas decorations, assist at AW events, etc.

Skills and Specifications

- Excellent presentation, communication and interpersonal skills.
- Intermediate skill level with Microsoft Excel, Word, and PowerPoint.
- HRIS experience such as ADP or Ceridian; able to run reports and queries
- Must demonstrate initiative to work alone on a broad variety of projects.
- Able to exercise effective judgment, sensitivity, creativity to changing needs and situations.
- Able to establish and maintain healthy working relationships with all levels of the organization.
- Ability to research, evaluate and analyze new laws and their effect on AW

Education and Qualifications

- Active Christian Scientist, member of The Mother Church and branch church
- Bachelor's degree with specialization in Human Resources or equivalent HR/business experience. HR certificate a plus.

Must be a self-starter, detailed oriented, excellent organizational skills, outgoing, flexible, and dedicated to Christian Science and really want to be a part of a vibrant CS community. Have a passion for helping people solve problems - looking for and seeing the mutual blessing everywhere!

This position has great potential for advancement!