HR GENERALIST

Overview:
The Human Resources Development Program is designed to recruit, develop and retain high potential BA, BBA, and BS graduates who possess the human resource skills, motivation and mobility to develop into future Human Resources leaders. The program consists of three rotational assignments within the Human Resource function, each lasting 12 months. The rotations provide participants the opportunity to work in all facets of the HR organization and develop relationships with senior HR leaders. Each rotation will provide a different set of learning and developmental opportunities.

Duties and Responsibilities:
- Managing social media communications with job postings and current events
- Organizing compensation program components by organizing performance evaluations and benchmarking against competitor companies
- Recommend new approaches to continually improve the department’s established policy and procedures.
- Updating all employee record while keeping all data confidential
- Promoting and fostering diversity through talent acquisition and recruiting processes
- Supporting talent acquisition, management, compensation, and benefits departments as requested.

Qualifications:
- Pursuing a Bachelors in a relevant major such as: Human Resources, Industrial Labor Relations, Business, Organizational Studies, or Organizational Psychology
- Exceptional communication and interpersonal skills to build and maintain relationships in a culturally diverse environment
- **Strong writing skills and presentation ability** that will be important for interaction with senior business leaders
- Ability to **manage multiple projects** at one time in a fast paced work environment
- Knowledge of laws and regulations governing HR policies and procedures
- Demonstrated leadership skills and competencies
- Strong intellectual/analytical capabilities
- **Flexible** to relocation and travel needs throughout rotational assignments

NOTES and QUESTIONS to ask: