

Position Title:	Human Resources Generalist	Department:	Administration	
Reports to:	HR Director	Classification	Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>
Date:	August 2020	Supervises:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

At Volunteers of America Western Washington, we have a clear vision: to be the place where a diverse mix of talented people want to come, to stay and do their best work. We are dedicated to promoting an inclusive environment where all people feel accepted and valued.

WE OFFER:

COMPETITIVE SALARY

UP TO 200 PAID TIME OFF HOURS PER YEAR

MEDICAL & DENTAL

403(B) RETIREMENT

FLEX SPENDING ACCOUNT and more....

The Human Resources Generalist manages the day-to-day operations of the Human Resource office and is a key member of the HR Team. Together, the HR Team supports our agency by originating and leading Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment; quality; productivity and standards; goal attainment; and the recruitment and ongoing development of a superior workforce. This position works closely with the Talent Management Administrator and Benefits Administrator to streamline and audit employee data through various processes and software.

The Human Resources generalist is responsible for all or part of these areas:

- Employee personnel file maintenance
- Process and procedural improvement and documentation
- Employee relations, services and counseling
- Backup new employee orientation processes and management
- Post-offer, pre-employment background checks
- Unemployment claims management
- Socialization and employee morale
- Incorporate Diversity, Equity and Inclusion principles into all HR activities

Qualifications:

- General and current knowledge of employment laws and practices.
- Experience in the administration of human resources best practices.
- Excellent computer skills in a Microsoft Windows environment. Must include Excel and demonstrated skills in database management and record keeping.
- Effective oral and written communication.

- Excellent interpersonal and coaching skills.
- Evidence of the practice of a high level of confidentiality.
- Excellent organizational skills.
- Ability to be objective and analytical with empathy.
- Solution-oriented, self-managed and a large degree of initiative.

Education and Experience

- Bachelor's degree in Human Resources, Business, Organization Development or relevant studies preferred; or equivalent experience with PHR or SPHR certification.
- Three to five plus years of progressive experience in Human Resources positions. At least two years of supervisory experience preferred.
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and recruiting, preferred.
- Professional in Human Resources (PHR) certification preferred. Senior Professional in Human Resources (SPHR) a plus.

If you wish to apply for this position, please email your cover letter and resume to:
recruiter@voaww.org.

Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.