



Job Title: Human Resources Generalist
Job #: HR05231701
Status/Classification: Full-time, nonexempt
Supervisor: Human Resources Manager
Location: Fremont, CA

POSITION SUMMARY:

The Human Resources Generalist will provide support in a multitude of Human Resources related activities with a primary focus on recruiting and on boarding. A successful candidate will be a true generalist with knowledge in HRIS management, employee leave administration, benefits administration, employee relations, performance management, terminations, compliance, and special events.

EXAMPLES OF RESPONSIBILITIES:

- Lead recruiting lifecycle
 - * A proactive approach to creative ways of sourcing and attracting candidates and build a diverse candidate pool.
 - * Genuine interest in uncovering candidate motivations, qualifications and interests
 - * Manage, advertise and post positions on targeted job sites
 - * Provide evaluation and assessment of candidates through review of resumes and interview screening
- Support and track new employee orientation and onboarding
- Provide Employee Relations support to assist staff and supervisors on personnel issues, at the HR Manager's direction.
- Assist with benefits administration and compliance requirements
- Process, verify and maintain HR related documentation for assigned employees.
- Provide general HR support and back up as requested by HR Manager
- Other special projects and duties as assigned.

QUALIFICATIONS:

- Minimum of 2 years providing HR support. SPHR or PHR certification highly desirable
- Bachelor's degree preferred / or equivalent business experience
- Ability to maintain professional demeanor and uphold very high confidentiality standards at all times.
- Ability to work well with a wide range of people and personalities.
- Demonstrated creativity and resourcefulness in problem solving.
- Must be able to thrive and prioritize in a constantly changing environment.
- Strong verbal and written communication skills with Intermediate to advanced skills in MS Office
- Proven ability to work independently and as a team player
- Must have own transportation, a valid CA driver's license, and proof of insurance

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