



Human Resources Generalist – II

Franciscan Physician Network • Lafayette, Indiana • Full-Time (Benefits Eligible)

Job Description

Do you thrive on doing things the right way and getting a thank you for a job well done? Do you diligently follow procedure with precision and accuracy with a focus on providing exceptional customer service in a collaborative, team-oriented work environment? Then we need you as a HR Generalist!

The HR Generalist performs the following duties:

- Under minimal supervision, coordinates all recruitment, selection, and hiring
- Conducts new employee orientations and coordinates overall on-boarding process
- Enters all new hires, transfers, and terminations in PeopleSoft
- Processes applicant reference and criminal background checks, drug and wellness screenings
- Explains benefits, cost, and procedures to employees.
- Assists employees and managers on LOA , ADA polices and procedures.
- Directs and controls the HR daily activities consistent with internal policies and procedures and external regulatory guidelines
- Analyzes data, recommends policies, practices and process improvements.
- Monitors and maintains all personnel operations to ensure that policies, procedures, and systems are in compliance with regulatory bodies, local, state and federal laws.
- Provides counseling, assistance, and follow-up on company policies, procedures and documentation.
- Coordinates the resolution of specific policy- and procedures-related problems and inquiries.
- Provides direction to management staff regarding employee relations to ensure consistency throughout the organization.

Job Requirements

Strong employee relations skills. Strong Word, Excel, PowerPoint skills. Project management skills, ability to multi-task, ability to manage multiple projects. Highly organized. Excellent verbal and written communication skills. Advanced critical thinking and problem solving skills.

Data-base systems experience: PeopleSoft, Kronos, Halogen preferred.

5 to 7 years prior Human Resources work experience as a generalist with proven record of results.

Bachelor's degree in Business, Management, or Human Resources required, or 5 to 7 years commensurate work experience. One of the following certifications preferred: PHR, SPHR.

Additional Information

To learn more about this position or to apply online, please visit: <http://bit.ly/1CJPocq>