

H.R. Generalist BeechWood, Inc.

JOB TITLE: HR Generalist
DEPARTMENT: Administration
SUPERVISOR: Executive Director

BeechWood, Inc. fosters the well-being of those living with mental health symptoms and/or other disabilities by collaborating in their pursuit of independence and interdependence, the development of new skills and relationships, and the building of community in the Twin Cities metro area.

GENERAL JOB DESCRIPTION

Responsible for human resources functions including, a strong focus on recruiting and retention, collaboration with and support of department managers, employee relations, new employee onboarding, and maintenance of employee files.

PRIMARY RESPONSIBILITIES

- Coordinate recruiting of new employees by managing job postings, finding new ways to attract talent, networking within the community, reaching out to potential candidates, and promoting Beechwood, Inc as a “best place to work”.
- Verify candidate qualifications, conduct interviews, and make offers to candidates as needed.
- Manage new employee onboarding and ensure compliance with required new hire paperwork.
- Respond to employee concerns and investigate employee complaints in a fair and unbiased way.
- Maintain employee files.
- Coordinate staff events and employee recognition opportunities.

QUALIFICATIONS FOR THE JOB

Education:

Bachelor's Degree in Human Resources or a related field – OR - 2-5 years of Human Resources Generalist or Coordinator experience.

Experience:

Conducting successful recruitment procedures.

Experience in customer-service-related fields.

KEY COMPETENCIES

Computer Skills

Positive Attitude

Excellent Research Techniques

Excellent Interviewing Skills