



## **Human Resources Generalist**

### **Overview**

We are looking for a passionate people person with great communication skills interested in joining our dynamic team. The Human Resources Generalist contributes to various aspects of human resources while fostering a positive workplace culture. The ideal candidate will be proactive, detail-orientated, and committed to delivering excellent HR services to our organization.

### **Primary Duties:**

- Manage end-to-end recruitment processes, including posting job openings, screening candidates, conducting interviews and on-boarding new employees.
- Maintain secure and current employee records.
- Administer employees benefit programs and assist employees with benefits-related inquiries.
- Support payroll processing and related administrative tasks.
- Ensure compliance following all federal and state regulations.
- Coordinate and lead performance management discussions.
- Administer leave of absence programs in compliance with all federal and state requirements
- Contribute to HR initiatives and promote engagement
- Support policy updates and maintain employee handbook

### **Skills and Qualifications:**

- Associate degree in Business Administration, Human Resources, or related field preferred with equivalent experience strongly considered.
- Problem-solving skills and a proactive approach to work.
- Excellent communication and interpersonal skills.
- Strong knowledge of employment laws and HR best practices.
- Ability to handle sensitive and confidential information with discretion.
- Proficiency in HRIS systems
- Preference to dental or health care backgrounds but not required.



**Typical Work Schedule:**

This is a full time, M-F position with flexibility to daily start/end times. Candidate will be available remotely to coordinate staffing needs outside normal clinic hours. Primary location in Prairie du Sac with driving to clinics in Black Earth and Spring Green as needed.

**Benefits:**

- Competitive wages and a comprehensive benefit package.
- Family friendly work environment.
- Be a key contributor to success of community-based health care provider.