



Job Description

Position Title: HR Generalist

Department: HR

Reports to: Director of Career Development and EdVenture

Supervises: None

FLSA Status: Exempt

POSITION SUMMARY: Nurture a healthy, vibrant and fulfilling work environment while managing employee on-boarding, compensation and benefits programs in addition to handling employment compliance requirements. This position is responsible for keeping employee records up to date, maintaining compliance with various institutions, and performs other human resource duties. Promotes professional working relationships with both staff and external customers. Adheres to and supports all organizational policies and procedures and standards. Promotes teamwork!

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's Degree in Human Resources or related field is preferred. Equivalent work experience will be accepted in lieu of education.
- Minimum of three years HR experience.
- Background in employment practices, compensation and benefits administration, recruiting and governmental compliance.
- This position handles highly sensitive information and the need for discretion and total confidentiality regarding payroll, personnel records and other information is mandatory.
- High performance leadership behaviors in addition to ability to roll up your sleeves and do the day to day development and implementation of HR processes and people management.
- Ability to effectively problem solve using critical thinking and judgment that is consistent with the Zoo's culture in addition to standards, practices, policies, procedures, regulation and/or governmental requirements.
- Must have excellent written and verbal communication skills and demonstrate the ability to interact clearly and effectively with both staff and external customers.
- Must submit to and pass a pre-employment drug/alcohol screening and criminal background check.
- Must be able to provide proof that you can legally work in the United States.
- Computer efficiency in computer applications such as Word, Excel, internet and email is a must.
- Must have the ability to establish and maintain effective working relationships with co-workers, vendors, Zoo staff.
- Must have or demonstrate the ability to acquire superior customer service skills in order to effectively interact with the public.
- Ability to multi-task and pay attention to detail in a fast-paced environment
- Take ownership and pride in responsibilities
- Ability to make good decisions and remain calm under pressure
- High energy level
- Must have creative problem solving skills
- Able to work with minimal direct supervision