



## **HR Generalist Position**

### **Summary/Objective**

The HR Generalist is responsible for performing HR-related duties in the following functional areas: benefits administration, employee relations, performance management, onboarding, policy implementation, recruitment/employment, affirmative action and employment law compliance.

### **Essential Functions**

- Provide employees and managers with an available first point of contact for questions and guidance on fundamental HR topics and issues
- Manage benefits administration (including health, vision, dental insurance, 401K plans, and others)
- Conducts recruitment effort for all exempt and nonexempt personnel, temporary employees; conducts new-employee orientations.
- Maintains knowledge of legal requirements and ensures policies, procedures, and reporting are compliant with applicable employment laws and regulations.
- Maintains human resource information system records and compiles reports from the database.
- Assist with other HR special projects or initiatives as needed
- Maintain and protect confidential data with utmost scrutiny, judgment, and care
- Lead other site-wide HR projects as necessary

### **Qualifications/Requirements**

- Bachelor's degree, preferably in Human Resources, Business Administration, or related academic field or 1-2 years of experience as a human resources generalist experience, preferably in the oil and gas industry
- Minimum 1 years of experience in a Human Resources position
- Applied experience in a broad range of employee-related programs, including employee relations, policy administration, performance management, organizational effectiveness, compensation, and recruiting
- Experience and comfort in consulting with managers; ability to provide candid and direct feedback
- Excellent written and verbal communications skills. Must be able to effectively explain issues, express opinions, ask questions, actively listen, consider alternative ideas, and deliver presentations
- Excellent interpersonal skills and organizational agility

### **Desired Characteristics**

- Enthusiastic team player with a strong drive to create a positive work environment
- Approachable and responsive resource able to connect with employees at all levels
- Comfortable with high volume workload and able to manage multiple priorities
- Strong internal and external customer service focus, with a genuine desire to assist others
- Strong project management and complex problem-solving skills
- Strong presentation skills and facilitation experience, needed to effectively deliver a variety of HR-related training programs to groups of managers / colleagues
- Ability to interface at all levels of the organization
- Passion for innovative HR solutions and process improvement
- Excellent organizational and interpersonal skills
- Detail-oriented (especially with regard to effectively managing and documenting employee relations issues and investigations)
- Certification with a recognized professional HR organization / institute