

Human Resources Generalist

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$90000.00 to \$125000.00 yearly
Employment status: Permanent

Description

Robert Half is partnering with a company looking for a Human Resource Generalist.

- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- Assist in development and implementation of human resource policies
- Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates
- Organize quarterly and annual employee performance reviews
- Maintain employee files and records in electronic and paper form
- Administer compensation and benefit plans
- Assist in talent acquisition and recruitment processes
- Conduct employee onboarding and help organize training & development initiatives
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities

Requirements

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- Understanding of general human resources policies and procedures
- Proficiency in NetSuite
- Good knowledge of employment/labor laws
- Knowledge of MS Office; HRIS systems (e.g. PeopleSoft) will be a plus
- Excellent communication and people skills
- Aptitude in problem-solving
- Desire to work as a team with a results driven approach
- BSc/BA in Business administration or relevant field

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Questions? Call your local office at 1.888.490.4154. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.