

POSITION DESCRIPTION

POSITION: HUMAN RESOURCES GENERALIST(S) **LICENSED:** NO
DEPARTMENT: Human Resources Department **GRADE:** DOE
REPORTS TO: Human Resources Director **STATUS:** Non-Exempt

POSITION SUMMARY:

Under the general direction of the Human Resources Director, the position is responsible for the administration, coordination and implementation of several Human Resources functions, including, but not limited to Recruitment & Orientation, Record-Keeping & Data Entry, and Safety & Benefits Administration.

ESSENTIAL FUNCTIONS:

Will work closely with other Human Resources staff, and be responsible for several administrative functions on scheduled bases which may include: Recruitment, Benefits, Orientation, Data Entry and Recordkeeping.

RECRUITMENT:

1. Advertise job openings in local tribal entities, newspaper, with professional organizations, and in other position appropriate venues.
2. Reviews employment applications and evaluates work history, education and job training, job skills, compensation needs, and other qualifications of applicants and schedules interviews with departmental managers.
3. Supervises the interviewing, testing, and hiring processes to ensure adherence to all governmental compliance requirements and well as all organizational policies and procedures.
4. Coordinates criminal background investigations with compliance department prior to making job offer; including pre-hire drug testing.
5. Prepares orientation materials, copy IDs for I9 verification, provides employee IDs, assigns new hire employee numbers, issues employees uniforms, and notifies departmental manager of new employee arrival.
6. Responsible for monitoring uniform inventory, coordinating with management, and purchasing of additional uniforms to maintain par levels.
7. Monitor and update MVR list according to Bay Mills Insurance Carrier Standards for use of Tribal Vehicles.
8. Files and maintains employment records covering applications, interviews, and testing results for future references.
9. Schedule new hire employee orientations and provide them with appropriate training and information needed to succeed in the workplace.
10. Works with other HR staff to develop to further their programs, including but not limited to safety and workers compensation management, benefits administration, and trainings & orientation.

11. Other duties may be assigned within the scope and complexity of these functions.

As an employee of the Human Resources Department, the employee is responsible for exhibiting a high level of professionalism; which includes punctual attendance, wearing appropriate attire, and communicating professionally with internal and external guests of the Human Resources Department.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit with occasional walking and standing. Frequently the employee must bend, crouch, kneel, push/pull, and be able to reach above shoulder level. The employee must occasionally lift and/or move up to 25 pounds.

POSITION REQUIREMENTS:

1. Bachelor's degree in Business Administration/Human Resources Management or related field highly preferred, Masters Degree desired. Preference will be given to those employees who meet other criteria below and have bachelors in a related field. However, strong consideration will also be given to demonstrate past work performance as concluded through in-depth references with previous employers and co-workers.
2. Three to five years' experience in a position of office administration or a position with a high level of administrative/technical responsibility highly desired.
3. Must have experience coordinating functions with internal and external organizations.
4. Must have excellent knowledge using personal computers and programs such as Word & Excel, and must be willing to take pre-hire proficiency test.
5. Must have demonstrated the ability to get along with fellow employees' and work well within the current Human Resources Staff.
6. Must have excellent interpersonal skills and a friendly personality.
7. Must be capable of public speaking, conducting formal and informal meetings and conferences.
8. Must be willing to provide college transcripts upon request.
9. Must have an excellent past work and attendance record as demonstrated through personal and professional references.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: 8/16/2022

APPLY TO: Send Resume and Application to:

Jazlyn Walden Parker; HR Generalist
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8528

jwparker@baymills.org

Subject:

****Applications can be found on the Bay Mills website at www.baymills.org
under the employment section****