

Human Resource Generalist

Serve as a member of the Human Resources department providing support for Human Resource Director. Accountable for the smooth operation and timely output for benefit administration, staff requests, updating materials

Specific duties include:

- Provide administrative support for Human Resources and Payroll
- Process all new hire paperwork
- Ensure all benefit paperwork is completed in a timely fashion
- Liaison to benefit vendors
- Maintain benefit spreadsheets for accurate distribution to Payroll
- Research and post job openings
- Monitor website for potential applicants and distribute all applicant resumes to appropriate department heads
- Maintain ongoing applicant tracking for annual EEO report
- Schedule all appointments, interviews and meetings
- Maintain all HR files (I-9's, W-4's, benefits, applications, forms, checklists)
- Send out all correspondence to applicants
- Assist HR Director in the preparation and coordination with all station functions
- Assist HR Director with handbook, policies/procedures, and compensation research
- Organize and maintain job description book with matching Org Charts
- Assist HR Director in all legal compliance
- Serve as support for Volunteer Coordinator as necessary
- Filing
- Other duties as necessary

Qualifications:

- Minimum 2-year Associates Degree and/or 1-3 years previous HR Generalist experience
- Able to maintain confidentiality
- Excellent organizational skills
- Proficient in Word and Excel
- Excellent interpersonal and phone skills
- Self motivated team player with the ability to work independently
- Strong moral character
- Heart for Christian ministry

To Apply:

Resumes should be mailed to:

Human Resources, P.O. Box 187, Humble, Texas 77347 or email

HRGeneralist10@ksbj.org

We are an Equal Opportunity Employer M/F/D/V