

HR GENERALIST Position

Essential job function:

- The Human Resources Generalist will provide business partnership and HR liaison to several assigned dmDickason Clients. You will provide day-to-day HR support and act as a partner, coordinating strong working relations between the worksite employer, its' employee's and dmDickason;
- As a dmDickason Human Resources Representative, you will be providing individualized counsel and direction for the specific Business Client's and worksite employee's needs;
- You will identify best practices and organizational efficiencies, as well as coach and train site managers to properly apply human resource policies and procedures within their departments and/or businesses;
- You will conduct worksite investigations related to wrongful termination, hostile work environment, harassment, etc., and counsel management team on matters of investigations, terminations, corrective company policy and procedures, etc.;
- Provide weekly report of activities that occurred within your areas of responsibility.

Position Requirements:

- 3 - 5 years of experience in a Corporate Human Resources Department working with over 50 employees
- Bachelor's Degree in Human Resources Management, or a related field; PHR or SPHR preferred;
- Good communication skills in English and Spanish (Bilingual /Spanish absolutely necessary).
- Solid working knowledge and practical experience of/in : Title VII, EEOC, Wrongful termination, ADEA, ADA, FLSA, USSERA, COBRA, HIPPA, ERISA, hostile work environment / sexual harassment investigations and workers' compensation, safety / claims and risk management, employee benefits administration and unemployment claims management. Solid background in implementing and enforcing employee handbooks / policies and procedures for a large company helpful;
- Up-beat charismatic customer service skills + professional well-groomed appearance;

Please contact Connie Cassatt to apply:

Connie Cassatt | Corporate Recruiter

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