

We're Hiring: HR Generalist

Hiring Range:

\$45,500 - \$63,097

For a full list of essential functions, knowledge, skills and abilities, please go to ridetherapid.org

Application Deadline:

Position will remain opened until filled

How to Apply:

Submit resume to recruiting@ridetherapid.org
OR apply online at ridetherapid.org/jobs

THE RAPID IS AN EEO EMPLOYER:
WOMEN, MINORITIES, AND VETERANS
ARE ENCOURAGED TO APPLY



Position Summary:

This position assists in the day-to-day operations of the human resource office, assisting the Human Resource Director, Recruiting and Benefit Administrators as well as the administration of the organizations policies, procedures, and programs. This position also requires a great deal of confidentiality.

Essential Functions:

- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews/updates policies and practices to maintain compliance.
- Equal Employment Opportunity Plan, Triennial and National Transportation Data updated as needed, assist with coordination of DEI for organization.
- Employee orientation, development and training, employee recognition programs.
- Assist Benefit Administrator with employee leaves.
- Process benefits and payroll for both union and non-union employees.
- Update policies as needed.
- Assist in recruiting for union or non-union employees.
- Assists with compensation and benefits administration.
- Assist with company-employee communication.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintain performance management and improvement systems.
- Other duties as assigned.

Skills & Abilities:

- **Education:** Bachelor's Degree in Human Resources, Business Administration, or related field required
- **Experience:** Two - four years' experience in a Human Resources capacity.
- **Computer Skills:** Microsoft office suite, HRIS and web-based systems experience required.