

Job Title: Human Resources Generalist/Office Manager
FLSA Status: Exempt
Supervisor: Controller

Job Summary:

The Human Resources Generalist/Office Manager will run the daily functions of Human Resources (HR) including recruiting, interviewing and hiring staff, administering pay, benefits, and leave, and enforcing company policies and practices, as well as oversee the general administrative function and activities of the office.

Supervisory Responsibilities:

- May assist with constructive and timely performance evaluations.
- Oversees the daily work activities of the office administrative personnel.

Duties/Responsibilities:

➤ **Human Resource Generalist:**

- Support the Executive Team's goals, objectives and decisions in a positive, proactive manner. Actively participate in management team meetings and activities. Provide input and make recommendations for organizational improvement whenever possible.
- Keeps the CEO, COO, CFO and Controller apprised of all significant personnel matters.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications and inquiries.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, leave, disciplinary matters, disputes and investigations, performance and talent management, productivity, recognition and morale, and occupational health, safety and workers compensation.
- Handles employment-related inquiries from applicants, employees, or supervisors, communicating complex and/or sensitive matters to the executive team.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, work assessments and employee development. This may include safety training, anti-harassment training, company policy training, professional licensure, and aptitude exams and certifications.
- Maintains and safeguards personnel files.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

➤ **Office Manager:**

- Supervision of the administrative staff as indicated on the organizational chart including hiring, firing, evaluating, training and development, scheduling and delegation of duties.
- Coordinate the effective communication between administrative staff and the various departments as needed.
- Ensures organized and professional appearance of administration office and administrative storage areas.
- Facilitates maintenance of office equipment including maintenance and repairs.
- Oversees maintenance of inventory of office supplies and new supply ordering.
- Maintains office files; implements an efficient system for other staff to access files and records.
- Oversees petty cash fund.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite and related software.
- Proficiency with or the ability to quickly learn the organization’s HRIS and talent management systems.

Education and Experience:

- Bachelor’s degree in Human Resources, Business Administration, or related field.
- At least two years of progressively professional experience in Human Resources or related field.
- OR equivalent combination of education and experience.
- SHRM-CP a plus.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift and carry 25 pounds at times.
- Must be able to access and navigate each department at the organization’s facilities.

EOE. Interested candidates should submit a cover letter and resume to:

- By email with “HR” in the subject line to jobs@HabitatSA.org, OR
- By fax to (210) 223-5536, OR
- By mail or delivery to Habitat’s administrative office to Attn: MA, 311 Probandt, San Antonio, TX 78204

Employee: _____ Date: _____

Supervisor: _____ Date: _____