Adventure Aquarium Job Description

TITLE: Human Resources Generalist

DEPARTMENT: Administration – Human Resources

REPORTS TO: Human Resources Director

CLASSIFICATION: Salaried - Exempt

At HFE it is our goal to bring families closer together and to create memories worth repeating. Our Core Values – greatly exceeding guest expectations, serving others, creating emotional connections, constantly improving – give us purpose and guidance.

SUMMARY:

The Human Resources Generalist (HRG) position is responsible for coordinating all recruitment, selection and placement activities for exempt and non-exempt level staffing. The HRG will process payroll and assist in coordinating programs for employee relations, health and safety, compensation and benefits in accordance with company policies and procedures.

DUTIES AND RESPONSIBILITIES:

- As a member of management, you will coach, guide, lead by example and create an environment where people work as a team, and empower each other by being patient, kind, humble, respectful, selfless, forgiving, honest and committed when interacting with one another and quests.
- Manage all internal and external full cycle recruiting activities.
- Oversee career portal and applicant tracking system (SilkRoad OpenHire), including and training hiring managers on its use.
- Manage all job requisitions and act as a liaison between HR and the hiring managers, developing and maintain a collaborative relationship with the hiring managers.
- Maintains current job descriptions for all positions.
- Create job postings and identify external sourcing opportunities within budget.
- Identify and build relationships with key community members to market employment brand to build quality candidate pool.
- Assist management and employees in Human Resources related issues and activities.
- Coordinates benefits enrollment and benefits questions with corporate office
- Conduct salary surveys as needed
- Maintains necessary records for employee personnel files.

8/15/2013

- Payroll processing, compiling weekly and monthly reports.
- Comply with safety and security directives, policies and procedures.
- Participate in the GREAT Duty Officer weekend/holiday rotation.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in business/Human Resources or equivalent experience preferred.
- Some experience in recruiting, interviewing, selection, staffing as a recruiter or hiring manager.
- Proficiency with Microsoft Office and the Internet required; SilkRoad OpenHire experience a plus.
- Knowledge of state and federal selection guidelines and employment laws preferred.
- Experience with social media a plus.
- Excellent administrative, organizational, and time-management skills, detail orientation. Ability to organize and coordinate projects through completion.
- Excellent customer service and telephone skills, mature and professional manner; ability to communicate with pose and tact with all levels of staff, clients, and vendors.
- Ability to work cooperatively with all levels of staff and to prioritize, coordinate and complete assignments and projects in an accurate and timely manner.
- Ability to work independently and as part of a team.
- Must have and maintain a driver's license.
- Must handle sensitive confidential material responsibly.

PHYSICAL AND MEDICAL REQUIREMENTS:

- Ability to sit or stand for long periods of time.
- Successful completion of pre-employment drug screening and background investigation.
- No history of allergy related to plants or animals which may interfere with the ability to work.

YOU CAN EXPECT:

You can expect to work on projects that have never been done before – ideas that are unproven, and concepts that make people smile. You can expect to have fun and be treated with respect the minute you start...and through to the end. You can expect to work in an environment that is highly innovative and low in politics – truthful and filled with smart people!

And most of all, you can expect to work hard and make a difference in our world by helping to bring families closer together.

8/15/2013