Human Resources Generalist

Bigfork Valley / $26.75 - $44.79 / Full-Time
258 Pine Tree Drive, Bigfork, MN, United States

Benefits- Full-Time/Part-Time Employees

- Health Insurance: Bigfork Valley offers medical insurance with a Health Savings Account and employer contributions.
- Dental Insurance: Bigfork Valley offers dental coverage through Delta Dental.
- Vision Plan: Bigfork Valley offers vision coverage through VSP Vision Network.
- Healthcare and Dependent Care Flexible Spending Accounts: Bigfork Valley offers both Healthcare FSAs and Dependent Care FSAs to employees.
- Life Insurance and Long-Term Disability: Basic term life insurance and Long-Term Disability are provided to employees at no cost. Supplemental voluntary life is also available for employees and their dependents.
- Retirement: Employees are eligible to contribute to a 457(b) (traditional or Roth), with Bigfork Valley providing a match after one year of employment.
- Employee Assistance Program: Bigfork Valley offers you and your family members free, short-term counseling, referral, and support services.
- Paid Time Off (PTO) to offer a work-life balance.
- Employee Referral Program
- Experience Pay Given

Job Summary

Under the direction of the Human Resource Manager, supports and administers a variety of human resources functions and programs throughout the organization. Provides day-to-day HR support to employees and leaders in areas including recruitment, onboarding, employee relations, benefits, payroll coordination, training, employee records, and HR compliance. Serves as a resource to employees and supervisors by responding to routine questions, providing information on organizational policies and procedures, and assisting with the resolution of HR-related matters. Maintains accurate and confidential employee information and promotes a positive, supportive, and professional work environment consistent with Bigfork Valley's mission and values.

Essential Duties and Responsibilities

Recruitment and Onboarding

- Coordinates recruitment activities, including job postings, application processing, candidate communication, interview scheduling, and pre-employment requirements.
- Coordinates new employee onboarding, including preparation of new hire paperwork, employee files, orientation materials, and required documentation.
- Conducts new employee orientation and provides information regarding organizational policies, procedures, benefits, and resources.

Employee Relations and HR Support

- Serves as an initial point of contact for employees and supervisors regarding routine HR questions, policies, procedures, and employment practices.
- Assists with employee relations matters, including gathering information, maintaining documentation, and coordinating follow-up as directed by the Human Resource Manager.
- Promotes positive working relationships and effective communication among employees, supervisors, and departments.
- Supports employee recognition, appreciation, engagement, and retention initiatives.

Benefits, Payroll, and Leave Administration

- Assists employees with questions regarding benefit programs, enrollment, and related processes, including coordination of open enrollment activities.
- Coordinates employment-related information and status changes with payroll to support timely and accurate processing.
- Assists with leave administration, including tracking, documentation, and employee communication, referring complex matters to the Human Resource Manager as appropriate.
- Reviews payroll, benefit, and other HR-related records for accuracy and completeness.

Employee Records, Compliance, and Reporting

- Maintains accurate and confidential employee personnel files and electronic HR records, including documentation of hires, transfers, promotions, compensation changes, and terminations.
- Maintains and tracks required employee documentation, credentials, licenses, certifications, and training records.
- Assists with HR audits, surveys, reporting, and compliance activities to support adherence to applicable laws, regulations, and organizational policies.
- Prepares routine correspondence, reports, and HR-related communications.

Training and Development

- Assists with coordinating employee education, training, and development activities, including scheduling, tracking, and follow-up on required training.
- Supports organizational training initiatives and ongoing employee development.

General Responsibilities

- Maintains the confidentiality of employee and organizational information.
- Provides professional, courteous, and timely service to employees, applicants, supervisors, and other individuals.
- Works collaboratively with HR team members, department leaders, and other departments to support organizational needs.
- Stays informed of HR practices, policies, and applicable employment requirements.
- Performs other duties as assigned.

Qualifications

- Associate degree in Human Resources, Business Administration, or a related field preferred; equivalent education, training, and relevant work expereince may be considered.
- Previous experience in human resources, office administration, customer service, or a related field preferred.
- Experience in a healthcare or other regulated environment is beneficial.

About the Position

- Full-Time
- Days
- On-Site

*The hourly wage for this position is $26.75 - $44.79/hour, with a median wage of $35.77/hour. It is not typical for an individual to be hired at or near the top of the range for their role. Compensation decisions are dependent on the facts and circumstance of each case and on several factors including relevant work experience, education, certification & licensure, and internal equity. Hourly pay is just one part of the compensation package for employees.

EEO/AA Employer/Vets/Disability