

Position Type: Non-Exempt
Category: Part-time position (20-24 hours)
Classification: E
Reports to: Director of Human Resources
Remote Work: Position is mostly on-site work, but is eligible for some remote work hours

Summary/Objective

The Human Resources Generalist is responsible for the overall support of day-to-day human resources operations to include recruiting & onboarding processes, employee records, benefit administration, and employee engagement. Position supports employees from Brentwood UMC, the Early Learning Center, and the Day School.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

RECRUITING & ONBOARDING

- Prepare job opening announcements for posting on various job sites
- Manage recruitment and interview process tracking status of candidates, scheduling interviews, reference checks, and follow up
- Develop orientation schedule and coordinate onboarding materials for employee's first day

EMPLOYEE RECORD MAINTENANCE

- Maintain personnel files (paper & digital) per HR retention policies and procedures to include hiring & onboarding documents, job descriptions, employment status changes, compensation information, performance reviews, termination documents, and other employment-related documents
- Maintain accurate information and documents in HRIS timekeeping & payroll systems, compensation files, organizational charts, office signage, etc.
- Assist Director in timesheet checking & processing
- Exhibit high standards of confidentiality of all employee records and information

OTHER HR RESPONSIBILITIES

- Maintain accurate data in HRIS system, execute monthly time card reports for finance department, and run routine data-checks for data integrity and accuracy
- Train staff on basic HRIS functions
- Maintain the Staff Portal webpage (in SharePoint) so that employees have ready access to all policies, procedures, forms, and general BUMC information
- Administer the BUMC background check software, setting up users, managing software profiles, and training staff on its use
- Understand and interpret HR policies and procedures with staff. Also be familiar with other BUMC policies and procedures
- Knowledgeable of employee benefits, process monthly invoices, and assist with annual Open Enrollment
- Answer questions and problem-solve as needed with employees
- Work with supervisor on various projects throughout the year such as monthly staff meeting, other all-staff gatherings and activities, birthday acknowledgements, and employee recognition

ADMINISTRATIVE DUTIES

- Schedule meetings, interviews, and trainings as requested
- Process purchase orders requests, secure invoice payments, and make purchases as requested
- Makes photocopies, mails, scans, and emails documents and performs other administrative functions as requested
- Provide backup receptionist duties for the church as scheduled

Competencies

- Competency in Microsoft Office software and other web-based technology with ability to learn computer programs quickly and use them proficiently (e.g. Ministry Platform management system, event scheduling & registration software, and calendaring software)
- Understand basic employment laws and practices
- Effective written and verbal communication skills
- Strong empathy and interpersonal skills
- Exhibit conceptional thinking while also having excellent organizational skills with strong attention to detail and accuracy.
- Able to work independently, multi-task, prioritize, and manage time
- Adaptable and flexible in a changing work environment while approaching tasks and duties with a positive attitude
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Strong problem-solving skills with an understanding of employee relationships
- Self-starter who takes initiative and anticipates needs of the department
- Enjoys a team environment and is service-oriented

Education and Experience Requirements

- Associate or Bachelor's degree in business administration or human resource related field preferred
- Two (2) – three (3) years of human resource related experience preferred
- Experience with HRMS/HRIS systems preferred

Supervisory Responsibility

This position does not have supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment.

Physical Demands

While performing the duties of this job, the employee will be in an office environment. Position is mostly sedentary and is required to talk, hear, stand, walk, and sit. Employee must occasionally lift or move office supplies or other items up to 25 pounds.

Expected Hours of Work

Days and hours of work are Monday – Thursday, 20-24 hours per week.

Travel

There is no travel required for this position.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.