

The City of Morristown, TN is seeking applications for an HR Generalist. The position assists and advises city managers about Human Resources issues.

PRIMARY DUTIES AND RESPONSIBILITIES:

- * Provide personnel policy and procedure guidance to employees and Management
- * Maintain up to date knowledge of federal and state employment law and compliance requirements
- * Coordinate open enrollments, changes and training for employee benefit programs
- * Create and distribute internal communications regarding status changes, benefits, company policies, announcements, etc.
- * Administer new employee on boarding and orientation
- * Conduct background checks and other pre-employment checks
- * Conduct Employee Engagement Meetings/Surveys
- * Conducts disciplinary meetings and investigations
- * Accident reporting, safety and OSHA reporting
- * Plan company celebrations and parties
- * I.D. Badge and security system
- * Other duties as assigned

QUALIFICATIONS:

- * 3-5 years of work experience in Human Resources
- * Proficient with Microsoft Excel, PowerPoint, Outlook and Teams - ADP knowledge a plus
- * Minimum of a Bachelor's degree in Human Resources, Business, or Organizational Development and a Human Resources SHRM - CP certification.

Desired range is \$20 - \$25 an hour plus great benefits. Some flexibility.

To apply or get more information, contact Dave Bontempo at 215/357-6590 or via email at dave@bontempogroup.com.