

**BCRC, Inc.** has an opening for a HR Generalist in our Center Township location.

Reporting to the Director of Human Resources, the HR Generalist will be responsible for full cycle recruitment activities. The HR Generalist will work collaboratively with all levels of the organization providing and reviewing HR services including policies, benefits, compensation, and performance management.

### **Key Job Responsibilities:**

- Strategically source, recruit, screen and interview job candidates. Deliver top talent through sourcing efforts, community networking, and college campus visits. Utilize social networking tools as well as, traditional sourcing.
- Develop and administrate internal job postings.
- Review resumes and screen candidates to determine interest level, potential fit, and qualifications.
- Coordinate on-site department interviews. Extend and negotiate offers of employment with candidates.
- Coordinate on-boarding processes that support talent retention.
- Provide information to employees on questions relating to compensation, benefits, and PTO.
- Assist with FMLA, ADA, disability and worker's compensation leaves of absence.
- Assure compliance of human resources activities with applicable state and county monitoring agencies.
- Assist with employee relations and performance management.

### **Qualified candidate must have:**

- Bachelor's degree with a focus in HR or Business
- Minimum 1-2 years of experience in Human Resources
- Knowledge of employment law and practices.
- Demonstrate excellent organizational skills and attention to detail
- Strong verbal and written communication skills. High level of interpersonal skills.
- Ability to work in a team environment. Strong work ethic with high integrity.
- Microsoft Office Skills – Excel, Word, PowerPoint
- PHR certification desirable

This position offers, Paid Time off up to 17 days for first year, plus 11 paid holidays. Excellent Benefit package including: Medical, Dental, Vision, Short & Long Term Disability and Life Insurance. Please submit resume and cover letter to [HR@bcrc.net](mailto:HR@bcrc.net).

*BCRC is a non-profit organization that has been assisting clients with disabilities to feel confident in their abilities rather than their disabilities of over 50 years. Our team assist clients as they work to overcome vocational barriers and live lives that are more independent through community activities, volunteerism and job seeking/acquisition.*