



**ASSISTING
ALL AGES AT
ALL STAGES**

Job Title: Human Resource Generalist
Reports To: Director Human Resources
FLSA Status: Full Time Non-Exempt
Department: Administration
Location: Alabaster, AL - Not Remote

Position Summary:

The Full Time Human Resource Generalist basic clerical support to the Director of Human Resources. The Human Resource Generalist assists with emails, faxing, data entry, filing, and calendars to support Human Resource functions. The Human Resource Generalist must be able to maintain confidentiality and maintain professionalism.

Essential Duties and Responsibilities:

- Perform routine office clerical skills for data entry, faxing, emailing, and filing.
- Order Business cards and other clerical supplies.
- Use Basic level MS Office Suite skills using Excel, Word and Outlook and making calls.
- Collect documents.
- Perform routine and monthly background checks using software.
- Schedule appointments.
- Be willing to learn about agency benefits and human resources.

Knowledge, Skills, and Abilities (**can be acquired on the job*)

- Ability and experience in expressing ideas effectively both orally and in writing.
- The ability to establish and maintain effective working relationships with staff, vendors, sponsors, state agencies, contractors, clients and their families.
- Good record keeping skills.
- Excellent organization and time management skills.
- Ability to operate standard office equipment such as computer (with knowledge of basic office software such as MS Word, email, etc.) and telephones.
- Ability to exhibit courteousness and maintain high standards of customer service.
- Ability to drive and travel within the M4A Region.

Education / Experience:

1. High school diploma required; two years of college preferred, or a combination of comparable education and experience.
2. 100/300/100 Auto Liability insurance required.

Essential Functions / Physical Requirements: The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, crouching, reaching, and sitting throughout the day.
- Ability to meet the attendance requirements for the position.
- Ability to "drive" to locations necessary to accomplish for position / program work.
- Ability to occasionally lift and/or move up to 10 pounds.

Benefits: BCBS Insurance; RSA – ERS; *others available upon interview

How to Apply: Email cover letter, resume, three references and salary requirements to Ladams@m4a.org