

HR Generalist

Northcrest Community has a great career opportunity for an HR Generalist to join our team of professionals. The HR Generalist position is responsible for regulatory compliance with FLSA, FMLA, DOL, and EEOC among regulatory issues. This position manages workers compensation claims and the organization's safety initiatives. The HR Generalist works directly with new hires providing new employee orientation and ensuring that all pre-employment compliance issues are met. This position is also responsible for processing bi-weekly payroll and benefit administration.

Successful candidate must be detailed oriented and possess strong leadership skills. Excellent written and oral communication skills are also necessary. Experience with Microsoft Office is essential. This individual should be team oriented and should possess 1-3 HR experience with a PHR and/or payroll experience preferred.

Northcrest offers a competitive salary based on experience with an excellent benefit package. To apply please send a resume and cover letter by October 12th to:

Attn: CFO
Northcrest Community
1801 20th Street
Ames, IA 50010