

JOB ID #57879

JOB TITLE: Human Resources Generalist (Employee Relations)

LOCATION: Holy Spirit Hospital, Camp Hill, PA

DEPARTMENT: Human Resources

WORK SCHEDULE: Days

WORK TYPE: Full Time (1.0 FTE)

HIRING MANAGER: Becky Miller

JOB SUMMARY:

Serves as a liaison and partner with assigned departments providing Human Resources/ Relationship Management expertise to operations.

Reports to the Director, Relationship Management and the assigned department/division AVP or VP.

Serves as the subject matter expert in employee relations and employment issues. Partners with other areas of HR on issues relating to Organizational Development, Compensation, Benefits and Talent Management.

COMPETENCIES AND SKILLS:

Strong analytical and problem-solving skills with the ability to organize and analyze data, understand trends and develop recommendations for action.

Effective oral and written communication skills, excellent interpersonal skills, conflict resolution skills.

Public speaking, facilitation and presentation skills required to conduct training and presentations to groups of various organizational level and size
Proficient in Word and Excel.

EDUCATION AND/OR EXPERIENCE:

Bachelor's Degree and three (3) years of Human Resources experience or
Master's degree in Human Resource Management or similar field and two (2) years of HR experience.

Professional Certification preferred

Annual (July to June) completion of 10 continuing education hours.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Work is typically performed in an office environment. Must be able to independently travel throughout the health system.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements considered necessary to successfully perform the job.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements considered necessary to successfully perform the job.

Go to <https://careers.geisinger.org> to apply