

Benco Dental is seeking a **Human Resources Generalist or Senior Generalist** for our Pittston, PA Home Office location.

**JOB SUMMARY:** Manages the talent management processes; i.e. recruitment and performance management, for assigned groups. Serves as an adviser/resource to managers on associate relations and retention to ensure that the best possible candidates are retained. Shares and fosters the Benco culture through interaction with associates throughout the company. Must interact effectively with associates on all levels of the organization and demonstrate excellent business acumen.

### ***Recruitment***

- Continually evaluates current and potential recruitment practices, ideas, opportunities, and affinity partnerships in order to increase ability to source diverse candidates
- Works closely with hiring manager to help determine staffing strategy, determines position requirements and works to hire the best candidate fitting this description
- Manages job postings and conducts regular searches on all available job boards

### ***Performance Management & Associate Relations***

- Partners with management and conducts annual talent reviews to identify and develop talent management strategies, identify gaps, and plan processes to support business initiatives
- Supports and provides direction to management engaged in developing and administering C&P processes such as recruitment, selection, and retention
- Attends and presents at regional meetings and distribution centers in order to effectively communicate company and Culture and People information that supports Benco's mission, vision, values and culture.

**QUALIFICATIONS:** Requires the ability to communicate effectively (written and oral), excellent organizational skills; excellent interpersonal skills. Computer (Microsoft Word, Excel, PowerPoint) experience necessary. Bachelor's degree in Human Resources or related field or equivalent combination of education/experience required.

Senior level will have a minimum of five years' experience; demonstrated leadership ability, project management skills, broad Benco knowledge; serve as a mentor to other Culture and People associates; PHR/SPHR or SHRM-CP/SCP certification preferred.

### **Who We Are: It's our mission to deliver success smile after smile.**

Benco Dental is the largest privately owned, full-service dental distributor in the United States and has remained in the family since 1930—a family that now includes our more than 30,000 customers and over 1,400 associates in 45 states.

We provide more supply and equipment options than any other full-service distributor; including office design, equipment repair, practice coaching, financing and project management, wealth

management and dental-specific technology solutions. These services are supported by over 400 professionally trained sales representatives and 300 factory-trained service technicians.

### **Why Join our Team?**

- We drive dentistry forward by leveraging innovative solutions and our caring family culture.
- Family-owned for 80+ years
- #19 Best Companies to Work for in Health Care
- Annual Profit Sharing
- Medical, Dental, Vision effective Day 1

If you enjoy working for a progressive company that is growth minded and values customers & associates we encourage you to learn more about our Benco family. We are looking for driven professionals who want to play a key role in our future success.

**Apply online at [benco.com/careers](https://www.benco.com/careers)**