

HUMAN RESOURCES GENERALIST

OneSource HR Solutions seeks a full time Human Resources Generalist for our Wilkes-Barre office. Our HR Generalist will not only be responsible for our in-house HR duties, but will also be responsible to visit and consult with our clients in regards to HR related items.

If you would like to join our team working with our recruiters, staffing managers, benefits administrators, and HR Coordinator then call OneSource today; our benefits include the following: medical, dental, vision, a 401K plan with company match, and paid time off.

KEY ACTIVITIES:

- Setting up new client Human Resource departments with emphasis on HRIS
- Advising on issues such as:
 - Termination
 - Discipline
 - Labor Laws such as:
 - FMLA
 - Equal Opportunity
 - Safety
- Training
- Benefits
- Payroll
- Assisting in writing lawful policies
- Employee/Labor problem resolution
- Recruiting and Staffing
- All other HR issues

QUALIFICATIONS REQUIRED:

- 2-5 years of experience in ALL of the above Key Activities
- BS/BA Degree in Human Resource Manager
- Self Confidence
- Extraordinary skills in dealing with top management of our clients and **GAINING THEIR RESPECT AND TRUST**
- Experience dealing with all levels of employees
- Outstanding communications skills (verbal and written)

Email Reginald Thomas at Reg@onesourcestaffing.com