

Human Resources Generalist

LOCATION

Houston, TX

OBJECTIVE

Coordinate the efforts of the Human Resources Department by providing knowledge of the company's services, benefits, and application process, assisting with logistical support to ensure a timely and effective on-boarding process.

JOB DUTIES

- Perform full cycle recruiting activities including sourcing, identifying, interviewing, tracking, negotiating, on-boarding, and reporting on a local, national, and international level.
- Create, update, and maintain an electronic recruiting database of highly qualified pre-screened candidates.
- Coordinate and complete all candidate processes including on-boarding new hire paperwork, drug screens, background checks, and reference checks.
- Coordinate with international branch recruiter on hiring and HR best practices in accordance with company policy.
- Provide status reporting on recruiting metrics.
- Administer company-provided health benefits plans to employees.
- Assist with the employee annual review process.
- Provide guidance to management and associates on employment policies and procedures.
- Assist with other administrative duties within Integrity's HR function.

JOB QUALIFICATIONS

- Minimum 5 years experience sourcing and recruiting preferred
- General knowledge of HR processes
- Ability to source candidates from a variety of resources, including but not limited to web-based, social media, networking, etc.
- Experience in creating, updating, and maintaining an electronic recruiting database
- General knowledge of employee benefit administration
- Excellent computer skills with proficiency in Microsoft Word, Excel, PowerPoint, and flowcharting software strongly preferred
- Ability to work well in a cohesive team environment
- Excellent verbal and written communication skills
- Ability to multitask
- College degree in Human Resources or related field preferred

Interested applicants should apply by sending a resume to hr@go-integrity.com.

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