

Human Resource Generalist

Job Description

Motive Power, Inc. is hiring a full-time Human Resources (HR) Generalist to support all HR operations including recruiting, hiring, training, benefits, employee records maintenance and general office management functions as necessary. The HR Generalist will report directly to the firm's HR Director and the President & CEO. Responsibilities include, and are not limited to:

Recruiting

- maintain candidate database
- write, post, and manage job postings
- write, edit, and maintain current job descriptions
- review potential candidate resumes
- conduct phone and in-person candidate interviews
- coordinate and schedule candidate interview with company leadership
- correspond with outside recruiters and candidates throughout the recruitment process
- experience recruiting for professional services firms desired

Human Resources

- maintain employee records, conduct periodic employee file audit
- assist with employee benefits enrollments, changes, and day to day management
- assist with employee hiring and separations
- assist with coordinating and conducting new hire on-boarding and training
- assist with employee leaves of absence, unemployment insurance benefits, and worker's compensation
- maintain clear understanding of company policies and procedures, being able to answer day to day questions from employees pertaining to company policies, and explain company processes

Office Management

- Provide support as needed for various company activities including: event planning/coordination, marketing, office supply orders, answering the company phone, responding to company communications, and other ad hoc requests
- Develop and implement organization strategies to support efficient HR operations

Required Skills

- must have superb communication skills: impeccable grammar, strong writing and editing capability, excellent phone and in-person communication
- must have excellent time management skills with experience planning, executing, and meeting deadlines
- experience maintaining personal and confidential information for all levels of employees and in every aspect of the position
- must be detail-oriented with strong working knowledge of Microsoft Word, Excel, Power Point and ability to pick up new software quickly
- knowledge of state and federal laws pertaining to employee leaves of absence, unemployment insurance benefits, and worker's compensation
- must be able to adapt quickly to dynamic work environment
- must be a self-starter and able to work in a professional, fast-paced, fun environment

Location

- The HR Generalist will work approximately 80% of their time from Motive Power's Petaluma office. Approximately 20% of their time will be spent in our San Francisco or Danville office.

Job Type

- Full-time