

Human Resources Generalist



Job Title:	Human Resources Generalist		
Department:	Human Resources	Location:	Upper Arlington, OH
Days:	Monday - Friday	Hours:	8:00am – 4:30pm

Position Summary: The Human Resources Generalist is responsible for performing HR related duties on a professional level and works closely with the Manager and Director in supporting the Company. This position primarily carries out responsibilities in recruitment, employment, training and onboarding along with employee events.

Responsibilities/Accountabilities:

Employment Responsibilities:

1. Communicates with Hiring Manager regarding needs for position/department.
2. Updates or creates job postings and job descriptions based on approved staffing requisitions.
3. Distributes job postings according to Orthopedic ONE policy
4. Coordinates posting of positions to job boards, professional organization, or other media.
5. Manages Careers presence on Orthopedic ONE website and other internet based posting boards.
6. Coordinates the receipt of application/resume responses to posted positions.
7. Facilitates training for new hires including facility tour, basic benefit information, and computer systems tutorial.
8. Coordinates and conducts New Hire Orientation

Selection Process:

1. Screens applications and resumes and makes recommendations to HR and Hiring Manager.
2. Develops phone screening tools when requested as part of larger selection process.
3. Develops interview questions for assigned positions including first interview with HR and second interview with Hiring Manager.
4. Conducts first interviews and makes recommendations for second interviews to Hiring Manager.
5. Documents via interview evaluation form the basis for recommendations and facilitates completion of staffing requisition files.
6. Completes reference and background checks on job candidates

Employee Recognition:

1. Point person for Company's Wellness Program
2. May assist with other employee events

Additional Responsibilities:

1. Provides HR Support to supervisors/managers regarding employee relations issues on policy and procedure
2. Provides support to HR Director and Manager as assigned.
3. Provide coverage to Administrative Assistant for mailroom, supply orders, etc. during PTO or other extended absence.
4. Prepares employment related reports such as turnover reports.
5. Coordinates performance appraisal process and updates documents as needed

Education, Experience, and Certification/Licensure Required:

High school diploma or equivalent required. Able to use computer in a Windows environment and previous experience with Microsoft office products including Word and Excel. Minimum five years experience specific to Human Resources and Recruiting. PHR certification preferred.

To apply for this position, please submit a resume to humanresources@orthopedicone.com or fax to 614-827-8781.

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