

Human Resources Generalist

United Human Resources – Minneapolis-St Paul, MN



What we're looking for:

Our client is seeking an organized, independent, and self-motivated individual with an aptitude for multi-tasking and attention-to-detail to join a professional and friendly work environment.

If you have:

- Minimum of 3 years in administrative/recruiting/HR coordinator roles
- Great customer service skills
- Strong desire to be part of a team
- Great organizational skills and attention to detail
- Experience with Outlook and Microsoft Office (Word, Excel and PowerPoint)
- Strong ability to meet deadlines and multi-task with minimal supervision
- Problem solving skills
- Excellent written/verbal communication skills
- Ability to adapt as needed, be flexible, and be able to prioritize as needs change
- High levels of confidentiality & professionalism are required
- Ability to multi-task and use deductive reasoning.

We want you to:

- Implement HR programs by providing human resources services, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations; completing personnel transactions.
- Develops human resources solutions by collecting and analyzing information; recommending courses of action.
- Perform additional projects, as assigned

Who we are:

United Human Resources (UHR) is a recruiting agency that takes pride in hiring more than temporary solutions; we are looking to match you with your next career by establishing a relationship with you and our clients.

UHR never charges candidates anything for applying to or accepting a position that we offer.

**If you think you may be a good fit, apply with UHR today
by filling out our online application!**