



**HR Generalist
(Job Number 1632326)**

Employer: WORKFORCE RESOURCE, INC
 401 TECHNOLOGY DRIVE
 EAST
 SUITE 200
 MENOMONIE, WI 54751
www.workforceresource.org

Work Site County/ies: Dunn
 Such other opportunities that may become available within the West Central Wisconsin Workforce Development Area

On Bus Route? No

Pay: Based on Experience

Duration/Usual Hours Per Week: Full-Time, 40 Hours Per Week Minimum

Shift/Work Days: First Shift.
 Monday-Friday.

Number of Openings: 1

Minimum Requirements of Employer:

Education: Bachelors Degree Desired
 A Bachelor's Degree in Human Resources or an Associate Degree in Human Resources and two years of experience in the Human Resource field.

Professional Licenses / Certifications: No Licenses or Certifications Requested

Vehicle: Required, Mileage reimbursement available.

Drivers License:

Type: Class D - Regular (Auto, Light Truck, Moped) Required

Endorsements: No Endorsement Requested

Age: 18 or older Required

Experience / Qualifications: Considerable knowledge of principles and practices of personnel administration, effective oral and written communication skills and excellent interpersonal skills. Ability to develop and maintain effective working relationships; maintain a dependable attendance record; provide effective and responsive service to Managers and staff; perform assigned tasks efficiently and accurately and create and maintain accurate records; possess and demonstrate proficiency in the use of Microsoft Office - Word, Outlook, Excel, Access and PowerPoint and other assigned software or electronic resources including the

Intranet and Internet; and maintain confidentiality.

Background check required. Notice for Job Seekers

Duties and Responsibilities of the Job:

Assists in the execution of organizational HR programs and processes. Provides day-to-day employee relations and administrative support. Manages and/or is responsible for select HR processes. Provides a variety of administrative functions in support of the Management staff. The HR Generalist typically works with considerable independence and exercises judgement and discretion in handling assigned responsibilities.

Benefits:

Insurance:	Health Insurance, Dental Insurance, Life Insurance, Disability Insurance
Leave and Holidays:	Sick Leave, Vacation, Paid Holidays
Retirement & Financial:	401K Plan, Flexible Spending Accounts (Dependent & Medical)

Company Profile:

Workforce Resource, Inc. (WRI) has operated workforce development programs through job centers serving each of the nine West Central Wisconsin Workforce Development Area counties (Barron, Chippewa, Clark, Dunn, Eau Claire, Pepin, Pierce, Polk and St. Croix) since 1983. Recently, Workforce Resource was awarded designation as the W2 (Wisconsin Works) program operator for the 16 county Northwest Wisconsin W2 region which added 8 northern counties (Ashland, Bayfield, Burnett, Douglas, Iron, Rusk, Sawyer, Washburn) to its service territory with service centers strategically located to serve the W2 eligible population in those counties. WRI is an Equal Opportunity Employer and service provider.

How To Apply:

Additional Application Information Applicants must submit the following application materials: Letter of Application, Resume, and WRI Employment Application. Employment Application can be found on the WRI website: www.workforceresource.org, under About Us, Employment Opportunities at Workforce Resource. Completed application materials can be sent electronically to talfordk@workforceresource.org or mailed to: Workforce Resource, 401 Technology Drive, Menomonie, WI 54751. Questions can be directed to Kathy Talford, HR Manager, at 715-232-7380 Ext. 1011.