

CAREER OPPORTUNITY
HR GENERALIST

Salary Range: \$32,160.00 - \$48,240.00

The City of Siloam Springs is accepting applications for an HR Generalist with our Human Resources Department. This position is responsible for a variety of diversified routine and complex duties including office administrative support and assisting with the administration of the day-to-day operations of the Human Resources department. Responsibilities include serving as a point of contact for employees, employee orientation, maintaining personnel files and HR filing system, assisting with employee relations, assisting with compensation and benefits administration and recordkeeping, employee safety, reporting and maintaining workers compensation claims and correspondences, serving as backup for Payroll processing, and other related duties.

Applicants must possess an Associate's Degree (A.A.) or equivalent from a two-year college or technical school; two (2) years of related experience and/or training; or equivalent combination of education and experience. Must be proficient in Microsoft Office applications (Word, Excel, Power Point). Experience with customer service related functions and phone experience.

The City offers a generous benefit package including, but not limited to medical, dental, vision, LTD, 457 Deferred Compensation, vacation and sick leave.

The City requires a completed application be submitted for all positions. Applications are available at City Hall, 400 N. Broadway, Siloam Springs, Arkansas or can be accessed on our web site www.siloamsprings.com.

For further information please call (479) 524-5136
or email humanresources@siloamsprings.com

We are an Equal Opportunity Employer.

Posted: 07/01/2019, Closing Date: Until filled, Ad 75011715