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HUMAN RESOURCES GENERALIST

Introduction

Computer Solutions is currently adding a seasoned Human Resources Generalist to our team of highly trained professionals. The Human Resources Generalist will be responsible for assisting the Director of Shared Services in leading a multi-faceted, established Human Resources department. Leading by example, he/she will drive a culture of employee engagement and operational excellence within a highly visible HR function. The position requires a proven record of high performance, accountability, and a sincere passion for having fun in the workplace.

Computer Solutions offers an array of information technology products and services primarily to the South Texas region. Over the years, we have forged strong strategic alliances with leading IT service providers including Cisco, Microsoft, HP Inc, HP Enterprise, and many others. In addition to hardware and software product sales, we are frequently our clients' primary contact for professional and consulting services such as Managed Services, Unified Communications, Network Infrastructure, and Server and Desktop Virtualization. Our record of success is clear – our client base has grown to approximately 300 companies across San Antonio and South Texas leading to tremendous annual revenue growth of $1 million in 1984 to $74 million in 2019. Our valued workforce of over 80 highly trained and certified staff create the culture of success within Computer Solutions, having recently been named as one of the "Best Companies to Work for in San Antonio" by the San Antonio Business Journal.

Position Summary

The Human Resources Generalist acts as a professional specialist with responsibility for Human Resources operations under the direction of the Director of Shared Services. This position will provide day-to-day support in all things Human Resources while collaborating with the Director of Shared Services on the overall strategic direction of the human resources function.

Responsibilities

- Support ongoing HR initiatives such as policy, performance management, employee relations, benefits, recruiting, compensation, and communication.
- Coordinate workflow and procedures between Human Resources and Payroll
- Apply employment law knowledge to ensure consistency, standardization, and compliance of HR processes as it relates to criminal background checks, drug screening, and policy interpretation.
- Process HR centric documentation timely and accurately (I9s, contractor tracking, unemployment claims, etc.)
- Serve as the initial Human Resources SME for company-focused initiatives and policies.
- Create and post job requisitions for designated roles; manage AAP tracking and application of best practices.
- Manage applicants through pre-screening process from interview through hire
- Coordinate new hire orientation and benefit enrollment presentations
- Create and manage contractor pool of available talent; process contractor information and timesheets through preferred vendors.
- Meet with the Director of Shared Services regarding employee development, succession planning, employee relations and terminations.
- Provides facilities oversight and ensures office space safety compliance and ready-to-work status.
- Provide administrative support and assist Director of Shared Services with projects as assigned
- Perform other job-related duties as assigned

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Preferred Skills

- 3 – 5 years Human Resources Generalist experience in supporting service-oriented organizations, preferably in information technology or other respected service organizations
- Demonstrated experience in organizational development, recruiting, performance management, regulatory compliance, employee relations and benefits administration.
- Able to exercise considerable judgment and discretion in establishing and maintaining good working relationships
- Outstanding personal communication skills, both written and oral at all organizational levels
- Able to organize and demonstrate flexible and efficient time management with an ability to prioritize workload
- Demonstrated proficiency in HR systems (ideally PayCor) and other standard office software such as Word, Outlook, Excel, and PowerPoint.

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