

## Human Resources Generalist (Honolulu) – FT

### Description:

Easter Seals Hawaii has been providing services to infants, children and adults with disabilities and other special needs, and support to their families since 1946. We are a growing CARF Accredited non-profit celebrating over 70 years in Hawaii.

We have a great opportunity for an experienced **Human Resource Generalist** to join the Human Resources Department/team. This position is responsible for organization-wide recruitment, onboarding initiatives and processes. Responsible for the organization, set-up and maintenance of personnel files and records; responsible for administering pre-employment and continued employment requirements and processes; works with the VP of Human Resources and the HR Team in the implementation and monitoring of HR Policies and Procedures; responsible for the administration of the Volunteer, Internship, and Student Practicum Programs; responsible for management reporting and analysis; special projects and ensuring compliance with State and Federal Employment Laws. Responsible for working with the HR Manager, the Safety and Quality Assurance Manager and the HR Team in coordination with Program Directors/Managers of timely and accurate responses to audit requests. Partners with VP, HR Manager and Program Managers on day-to-day employee relations. Requires attention to detail and ability to manage multiple projects, excellent communication skills, proficient with Microsoft word, excel, power point, and outlook. Bachelor's degree in business administration, human resources preferred; three years' experience in the HR field including all aspects of recruitment and onboarding and other HR Generalist responsibilities.

### How to Apply:

To apply, please visit our website at [www.eastersealshawaii.org](http://www.eastersealshawaii.org) for our employment application and instructions.

Or

Mail cover letter, resume and salary requirements to:

Easter Seals Hawaii  
Attention: VP of Human Resources  
710 Green Street  
Honolulu, HI 96813

Easter Seals Hawaii is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.