



**Macon-Bibb County
Economic Opportunity
Council, Inc.**

Hiring NOW – **Human Resource Generalist!**

Do you have a passion for helping others? Then Join us at Macon Bibb Economic Opportunity Council, Inc.! (Macon-Bibb County)

Why Macon-Bibb County Economic Opportunity Council, Inc. ?

- Annual, Sick and Holiday Pay
- Comprehensive benefits, including 401K Profit Share and 403b Retirement Plans
- Career growth opportunities
- Caring, supportive, FUN, working environment
- Ability to make a difference, in the lives of those we serve.

We are looking for a Human Resource Generalist to undertake all hiring activities, from advertising open roles to interviewing candidates and closing hires. The Human Resource Generalist will also be responsible for maintaining highly confidential and sensitive personnel and salary information, employee relations, administration of benefits, completing paperwork, researching information, and maintaining office files and personnel records. Duties include but not limited to:

- Sourcing and reaching out to qualified candidates for current open roles
- Connecting with potential candidates online and offline
- Screening applications and resumes and conducting initial phone screens to create shortlists of qualified candidates
- Creating and maintaining a positive candidate experience.
- Serving as a go-between for candidates and hiring managers
- Coordinating the hiring process start -to-end
- Maintains an accurate confidential filing and information retrieval system.

Requirements:

- BS in Human Resources Management, Organizational Psychology, Business Administration, or relevant field
- Proven experience in Human Resources, Recruitment, or similar role – Preferably minimum two (2) years' experience
- Demonstrate proficiency with Microsoft Excel, must be able to create spread sheets, manipulate existing spread sheets, create formulas, and create letters, memos, flyers etc.
- Must be a self-starter with the ability to multitask and shift focus on a moment's notice.
- Ability to problem solve, plan, and organize.
- Excellent interpersonal, analytical, customer service & communication skills both verbal and written.
- Have Process Improvement and Basic Project Management Skills
- Maintain a professional, cheerful personable attitude while carrying out duties.
- Pass all background checks

The mission of Macon-Bibb County Economic Opportunity Council, Inc., is committed to reducing poverty by providing collaborative comprehensive services and resources that empower economically disadvantaged families to achieve self-sufficiency.

We are an equal opportunity employer, committed to creating a diverse and healthy workplace.

Job Type: Full-time

Starting Range - \$23.36/hour – 26.28/hour