



Human Resources Generalist

Location: Des Moines Metro Area

Description

We are looking for an HR Generalist who is eager to work in an innovative environment and passionate about leading the growth of our team. You will be responsible for managing all functional areas of human resources including but not limited to: recruitment and employment related activities, diversity and inclusion initiatives, continuous development programs, and the enforcement of company policies and practices. Top candidates will exhibit a high degree of initiative, resourcefulness, and dedication to ensure HR programs are running smoothly and effectively.

Responsibilities:

- Assist Hiring Managers with the recruiting and hiring process including approving job descriptions, posting job requisitions, screening applications, scheduling interviews, and writing and extending offers
- First point-of-contact for all employee relations
- Responsible for welcoming new hires into Igor's culture and conducting new hire orientation
- Administer, develop, and communicate updates to employment policies, team handbook, and other employment related processes
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices
- Develop programs and initiatives that coincide with Igor's value on Diversity, Equity, and Inclusion
- Provide suggestions and expertise for strategy
- Organize events, programs, and materials to promote the continuous learning and professional development of all team members

Requirements

- Bachelor's degree or equivalent in human resources, business administration, psychology, or a related field
- Prior experience in a human resources role
- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation, and conflict resolution skills
- Skilled in using Microsoft Office applications including Word, Excel, and PowerPoint
- Must maintain confidentiality and contribute to a team-oriented work environment

Desirable

- Comfortable working in a flexible and innovative environment
- Strong problem solving and decision-making skills
- Thorough knowledge of HR procedures, policies and best-practices
- High degree of initiative and willingness to lead new projects
- Deep understanding of employee relationships, staffing management and training
- Strong analytical and problem-solving skills

To Apply

Send your resume and an optional cover letter to HR@igor-tech.com with the job title in the subject line. Applications will be considered on a rolling basis.