



HR Generalist

Coal Country Community Health Center is seeking a full time Human Resource Generalist to join our team! The HR Generalist will report to and work with the HR Director in handling many of the daily functions of the Human Resource Department including creating, updating, and applying all HR policies and guidelines. The HR Generalist will collect and maintain HR data related to compensation, benefits, training, recruitment, and other personnel statistics. This position will serve as a knowledgeable and trusted HR partner in our organization to help foster future growth and success to its Human Resource Department.

The HR Generalist position requires excellent communication skills, both oral and written, as well as a good working knowledge of Microsoft Word, Publisher, Power Point and Excel. A successful candidate will demonstrate a strong knowledge of HR related principles and procedures and employment law. Bachelor's degree in Human Resources or related field and/or equivalent experience, preferred; SHRM-CP and/or HRCI PHR, preferred.

To apply please send a company application and letter of application to Coal Country Community Health Center, Attn. Human Resources, 1312 Highway 49 N, Beulah, ND 58523. Apply online at www.coalcountryhealth.com.