



## Human Resources Generalist

### COMPANY OVERVIEW

Feeding Tampa Bay food bank is a hunger relief organization who feeds the 700,000 hungry in West Central Florida. The Feeding Tampa Bay food bank is committed to building community awareness and creating an efficient food distribution network in a 10 county area.

### POSITION SUMMARY

The Human Resources Generalist will partner with the Director of Administration on a wide range of projects and tasks in all areas of Human resources and Administration while providing a high level of confidentiality at all times.

### JOB OVERVIEW

Email: [HR@feedingtampabay.org](mailto:HR@feedingtampabay.org)

Phone: No phone calls accepted

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with ongoing employee needs and handling of confidential Human Resource documents.
- Create materials and correspondence for departmental communications.
- Assist with the recruitment efforts for FTB team members including screening, scheduling, tracking and communications.
- Assist in coordination of annual Open Enrollment for Benefits.
- Prepare materials for new hire orientation, interviews, and other departmental meetings.
- Maintain database files to include payroll, time and attendance, and HRIS.
- Assist in developing, implementing and maintaining policies and procedures.
- Maintain organizational charts and staffing plans.
- Maintain Human Resource Information System records and compile reports from database; prepare various weekly and monthly statistical reports for HR Department and the Leadership Teams.
- Maintain records including personnel files, leaves, trainings, etc., in accordance with regulations and guidelines.
- Participate in the creation of departmental communications (announcements, newsletters, updates, etc.)
- Maintain knowledge of HR policies, programs, laws and issues and coordinate the integration of programs as applicable.
- Coordinate multiple projects that vary in complexity, size, and duration. Develop and implement work plans and related processes to ensure that project goals and objectives are met.
- Participate in activities that strengthen existing, or guide the development of, new collaborations that advance FTB's mission and the organizational culture.
- Work collaboratively with FTB team members and external partners to ensure strong working relationships.
- Maintain safe, secure and healthy work environment in conjunction with the safety policies.
- Participate in special projects, training, and staff meetings or events, as requested.

### EDUCATION and/or EXPERIENCE

Bachelor level degree in Human Resources, Business or related field desired or four or more years' experience in Human Resources and/or training, or equivalent combination of education and experience. Professional certification (SHRM-CP or PHR) desired. Paylocity HRIS/payroll experience desired or similar systems. High level of proficiency in Microsoft office required (Outlook, Word and Excel). Must possess strong oral and written communication skills, and good listening skills. Ability to represent Feeding Tampa Bay with professionalism when interacting with stakeholders. Required to maintain confidentiality at all time. Commitment to understanding and supporting FATB's mission. May be required to work some weekends and/or adjust work schedule to meet deadlines.

### COMPETENCIES

Attention to detail by checking work for accuracy, verifying data and information and carefully reviewing for mistakes. Ability to walk around and listen to employees, uses multiple channels to get messages across and is effective at determining the underlying meaning in a communication. Proficient in the use of spreadsheet applications. Ability to interact effectively with individuals of diverse backgrounds, experiences and personalities. Ability to meet crises calmly and solve problems. Ability to understand and organize detailed information. Ability to prioritize, plan work activities, solve problems and show initiative using time efficiently. Ability to develop reports and track required information. Ability to work with minimum of supervision, show initiative, and flexibility. Ability to work independently while juggling multiple projects adhering to deadlines in a high-energy, fast-paced environment. Exercise good judgment and discretion; strong ethical character. Ability to safeguard and maintain confidentiality of personnel information.