

JOB ANNOUNCEMENT

HR Generalist 1 (Recruitment Coordinator)

(unclassified position)

Posted: January 7, 2019

Deadline/Closing: January 18, 2019

Location: District Office – Lawrenceville, GA

Salary: \$32,970 - \$40,000

Paygrade: J

Position Number: 00013208



Job Summary:

Recruits, screens, and interviews to fill all job vacancies within the District. Provides assistance to hiring managers and applicants throughout the employment process. Collaborates with hiring managers to define recruitment criteria. Composes job announcements and places ads using various methods of advertising. Reviews applications to verify qualifications and credentials to determine which applicants are most qualified for an interview. Schedules and coordinates interview process as well as being a part of the interview team. Verifies applicant information by checking references and notifies candidates of status when position has been filled. Maintains required records and documentation to ensure compliance with policies, procedures and regulations. May assist with maintaining and organizing the Human Resources file room records. Performs related responsibilities as required.

Minimum Qualifications:

Associate's degree from an accredited college or university OR Two years of Human Resources experience.

Preferred Qualifications:

Human Resources experience in a Public Health setting or another related state agency. Two years or more experience conducting interviews and participating in recruitment/hiring process. Excellent customer services skills. Strong written and oral communication skills. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Access). High level of attention to detail.

We Offer:

12 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan, life insurance and payroll deductible Health and Flexible Benefits (Dental, Vision, Legal, Long Term Care, Dependent Life, AD&D, Short and Long Term Disability). Medical and Child care spending accounts can be established in addition to deferred compensation options.

Instructions to Apply:

EMAIL, FAX or MAIL a completed application* to:

**Thomas Gibson - HR
Gwinnett, Newton, & Rockdale County Health Departments
PO BOX 897**

Lawrenceville, GA 30046

Fax # 770-277-2089

thomas.gibson@gnrhealth.com

At Gwinnett, Newton, & Rockdale County Health Departments, we work to protect and improve the health of those who work, live, and play in our community. Our most valuable resource is, by far, the dedicated and highly trained employees who enjoy and appreciate the opportunity they have to serve our community.

Applications may be downloaded at
www.gnrhealth.com

* We do not accept resumes without a fully completed Application for Employment. Required education credentials, license, certification and/or registration must be submitted prior to employment. Due to the volume of applications/resumes, we are unable to provide information regarding status over the telephone. No notification will be sent except to those applicants selected for interviews.

APPLICATIONS MUST BE SUBMITTED NO LATER THAN 5:00 PM ON THE DAY OF DEADLINE

An Equal Opportunity Employer

Under Title I of the ADA, we do not discriminate on the basis of disability in our employment practices.

Applicants selected for employment will be subject to the following:

Pre-employment Drug & Medical Screening | Fingerprint Criminal Record Investigation | Reference Checks