

Human Resources Generalist

Illinois Housing Development Authority (IHDA), one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions, is currently seeking a Human Resources Generalist to build upon our 50+ year leadership in housing finance.

To be successful at this role: Helps perform a full range of time sensitive, high degree of confidentiality, administrative duties for the Human Resources Department that require excellent judgement and urgency. Assists with an array of HR programs including a heavy focus on talent acquisition, staffing, employment processing, records management, safety (including safety team), hiring analysis and employee relations. Handles project-oriented duties and HR research as needed in a timely manner. Position requires in-depth knowledge of Authority policies and procedures requiring a high degree of customer service skills, reliability, accountability, accuracy and confidentiality.

Responsibilities include:

- Performs administrative duties including, but not limited to, preparing confidential/technical reports and HR statistical data. Ability to recognize trends and report on the details. Duties also include copying, filing items related to Authority employees and employee relations matters. Generates formal HR correspondence (memos, notifications, etc.).
- Primary Time attendance Administrator for the Authority. Maintains daily and weekly timekeeping records; verifies completeness and accuracy of information; compiles regular and special efforts using established formats and procedures. Train timekeepers and other employees on an as-needed basis (at least an annual refresher).
- Handles annual summer interns and associated projects. Assisting the Sr. Staffing and Recruiting Specialist with recruiting of Authority's Summer/Seasonal Internship Program including recruiting, reference checks and new internship orientation.
- Serves as the emergency back-up relief for the primary receptionist and HR Assistant. Performs relief receptionist duties on a scheduled basis. Train temporary receptionist during the absence of the receptionist.
- Handles talent acquisitions and staffing in coordination with the Sr. Staffing and Recruiting Specialist. Includes but not limited to posting positions under ADP Recruiting Portal, other social media platforms, meeting with hiring managers to understand what is expected of the vacancy, preparing recruiting documents, screening applicants, updated ADP with the recruiting process. Handling rejection communications, preparing offer letters and handling salary assessments.
- Handles procurement matters related to human resources.
- Serves as **back-up** to the payment processing of vendor invoices through the JD Edwards accounting system. Provide reports on expenses paid to HR vendors.

Education and Experience Requirements:

- Bachelor's Degree in Human Resources Management or related discipline. HR certification a plus.
- Five (5)+ years of current HR experience in a fast-paced office environment.
- Employee relations experience a plus.
- Strong knowledge of hiring process. Experience evaluating/leveling jobs a plus.
- Enthusiastic, passionate about HR and organized with attention to detail a must.
- Proven customer service experience, sound judgement and problem-solving skills. Ability to handle highly confidential information with a sense of urgency and accuracy.
- At least 2 years of HRIS/ADP Workforce Now/Benefits. Recruiting and performance management experience including reporting; experience with handling multiple job requisitions with urgency.
- Proficient using Microsoft Office suite and familiar with using survey tools and reporting out.
- Excellent written and oral communication, bi-lingual a plus; high degree of dependability, confidentiality and discretion a must.

Excellent benefits package, including 401(k); immediate vesting.

Submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=264788&source=CC2&lang=en_US

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