




Job Description

Job Title:	Human Resources Generalist (Intercall)
Job ID:	984665
Location:	Georgia - Newnan
Full/Part Time:	Full-Time
Regular/Temporary:	Regular   

Department Marketing Statement

We're about more than meeting expectations...

Every day, more businesses are turning to conferencing to remain productive while saving time and money, and InterCall is there to help them by providing a full spectrum of communication tools. While claiming to be the best and proving to be the best are all too often vastly different, InterCall has what it takes. We are the largest conferencing services provider in the world and winner of numerous awards for our innovation and leadership in the marketplace. But, to continue this path, we need high-energy, customer-focused talent to join our award-winning team. You'll learn and develop skills to help you build a career that will take you straight to the top.

Responsibilities

Responsible for proactively assist to recruit internally and externally, ensuring there is an adequate quality applicant flow for posted open positions; contact employee and his/her immediate supervisor to obtain information regarding any complaints, allegations, or claims received; perform a variety of training and general employee relations functions ensuring adherence to departmental and corporate policies professionally conduct all staff development training relating to general management development, staff skill development and employee relations topics.

Qualifications

MINIMUM QUALIFICATIONS

Applicant for this job will be expected to meet the following minimum qualifications.

Education

* Bachelor's degree from an accredited college or university with major course work in business administration, human resources management, or a related field required. Equivalent work experience in a similar position may be substituted for educational

requirements

Experience

* Minimum three years human resources experience with an emphasis on recruiting and employee relations required. Previous experience dealing with management from first line supervisors through middle managers preferred.

Other

* Intermediate knowledge of MS Word, Excel, and PowerPoint required
* Local, state and federal/national Human Resource law based on the jurisdiction where the facility is located
* Based on departmental needs CHRP (Certified Human Resources Professional) preferred

Schedule Monday - Friday 8:00am to 5:00pm

Closing Statement

InterCall offers a variety of benefits to our employees including competitive compensation, comprehensive health coverage, 401(k) retirement plan, tuition assistance, paid holidays, and paid time off.

Check out our opportunities and see the difference a career can make.

If you are interested in this position and meet the minimum requirements, apply online today!

Applications will be accepted through 03/28/2014.

InterCall.com

Come help us lead the way!

EEO/AAP Employer-Minorities/Women/Disabled/Protected Veterans

https://jobs9prd.west.com/psc/hr9prd_extapp/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=984665&SiteId=2&PostingSeq=1