

ANNOUNCING THE FOLLOWING JOB OPPORTUNITY

People Services Generalist

This position is responsible for supporting the People Services department in the areas of recruitment, compliance, administering company programs, generation of reports, and analyzing data necessary to show trends to assist the organization in meeting its strategic objectives.

Essential Job Duties include, but are not limited to:

- Ensures compliance with government requirements: EEO-1 reporting, e-verify, sexual harassment training, etc.
- Responsible for the unemployment claims process
- Manages HR reporting: turnover, recruiting metrics, other HR metrics as assigned
- Manages the Restaurant Support Center recruiting and onboarding efforts
- Administers discount cards and service awards
- Supports the People Services Assistant

Education: Bachelor's degree or equivalent combination of education and experience.

Experience: Minimum of four years experience as Human Resources generalist. Restaurant Industry/Retail experience preferred but not required.

Knowledge: Knowledge of processes and systems for recruiting, general employment laws and practices, HRIS (ADP preferred), and report writing.

Language Skills: Excellent oral and written communication skills.

Math Skills: Analytical math skills.

Other Skills: Excellent analytical and project management skills. Proficient in MS Word. Expert in MS Excel. Strong time management skills.

Reasoning Abilities: Ability to problem-solve and interpret instructions and guidelines.

Other Abilities: Ability to train team members on Company functions and policies. Ability to convert raw data into presentation materials. Ability to work in a team environment. Ability to work in a fast paced environment and adjust to changing deadlines.

If you, or someone you know, may be interested in this position, please contact me at mvillasenor@rubios.com