

Human Resources Generalist

We are looking for an HR Generalist to handle a variety of personnel related administrative duties. Your role is to act as the liaison between HR managers and employees, ensuring smooth communication and prompt resolution of all queries. You will also support our daily HR activities and assist in coordinating HR policies, processes and relevant documents.

Our ideal candidate holds an academic HR background and has previous work experience with Human Resources Management. Familiarity with our industry is also an advantage. For this role, you should be able to work autonomously and assist in more complex HR duties, like posting job ads, coordinating interviews and contacting candidates.

Ultimately, you should be able to ensure our HR department is organized and operates to attract, hire and maintain our employees.

Should have strong communication skills, excellent organizational skills, proven experience as an HR Generalist or relevant human resources/administrative position, pc literacy (MS Office in particular)

HRCI CERTIFICATION PREFERRED

To indicate your interest, visit our website at www.cattransit.com (employment tab) and complete our application or apply at our office 901 N Cameron Street, Harrisburg, PA 17101. Position available until filled. EEOE