

## **Human Resources Generalist**

Franklin County Children Services is currently looking for an experienced **Human Resources Generalist** to join our HR Team. The Human Resources Generalist is expected to perform a variety of routine human resources work such as maintaining records, compiling and tracking data, assisting employees and managers on matters regarding human resources and recruiting a diverse work force. Preferred candidate will possess excellent written, verbal, and interpersonal skills to communicate effectively with customers, staff, and management at all levels; have strong organizational, analytical, prioritizing, and decision making skills; ability to accurately and calmly handle multiple priorities; ability to work either independently or in a team environment; and a minimum of a bachelor's degree in Human Resources or related field and at least three years of experience in Human Resources. A demonstrated commitment to maintaining high professional standards and confidentiality, as well as practicing cultural competency, is a must. Competitive salary and excellent benefits. Send resume with references and salary requirements by **Monday, January 22, 2018**, to: Franklin County Children Services, Human Resources Department, 855 W. Mound Street, Columbus, OH 43223 or email [fccshr@fccs.us](mailto:fccshr@fccs.us) EEO