**JOB POSTING**

Organization: Montgomery Radiology Associates

Job Title: HR Generalist

Job Location: Montgomery, AL

Contact Person: Angela Sherbine

Contact Phone Number: 334-386-8393

Contact Person email: ASherbine@montrad.com

Salary based on experience

Job Description/Requirements:

Part-time Human Resources Generalist

This position will provide HR support primarily in recruiting/staffing, new employee on-boarding and employment areas of HR responsibility. This individual will also serve as backup and overflow relief for benefit plan administration, policy administration, regulatory & compliance requirements and all other areas of HR responsibility.

This is a part-time, 20-25 hours per week, professional position reporting to Angela Sherbine. Candidates must have a bachelor’s degree in relevant field plus 4-6 years of experience in recruiting or HR generalist responsibilities; preferably in a health care setting. Excellent communication and computer skills are required along with attention to detail and knowledge of HR regulatory and compliance requirements. EOE

Please send a resume to:
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