



Faith Community Health System
Human Resources Generalist
Jacksboro, Texas

Qualifications:

- Bachelors degree in Human Resources, Business Administration or related field plus one (1) to three (3) years of experience in human resources. OR
- Associates degree in Human Resources, Business Administration or related field plus three (3) to five (5) years of experience in human resources.

Duties and responsibilities include but not limited to:

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Assist with payroll data entry and processing.
- Assist with employee relations duties and responsibilities that may include but not limited to hiring, retention, disciplinary actions, counseling, training, morale initiatives, and terminations.
- Assists with the administration of employee benefits, which may include collecting and submitting employee information and notice of change in status to health, dental, life, disability, and other insurance carriers or insurance brokers.