



Employment Opportunity Human Resources Generalist

Department: Human Resources

Supervisor: Brian Berry, HR Director; MJ Matute, Lead HR Generalist

Status: Full Time Year Round

Shifts Available: Five 8 hour shifts. Some weekends and holidays may be required.

Wage Information: Dependent on Experience

Summary:

The Human Resources Generalist is the face and first contact of the HR office. This is a friendly face that will greet our guests (employees) as they enter the office. This Generalist will have the ability to assist employees with needs and questions or direct them to the appropriate contact.

Responsibilities:

- Supporting Payroll in assisting with the processing and uploading of new hires and processing unemployment claims
- Assisting in Workers' Comp paperwork
- Filing, copying, and helping new employees through the initial paperwork sessions
- Sending out Wellness message to all Big Sky Employees
- Ready and able to take on organizational projects, including hire packets, time clock posting, office supplies, organization and other office duties; as needed
- Understanding documentation needs and Human Resource law, as well as have complete discretion when dealing with confidential and sensitive information
- Must be familiar with Big Sky Resort handbook, policy and procedures to answer a multitude of inquiries
- Must be extremely detail oriented, outgoing and able to take initiative
- Will work closely with managers and staff as an employee relations contact
- Extensive data entry, excel reporting and office organization on a daily basis
- Understanding the operations of the resort and be familiar with the community to answer all employee questions
- Previous knowledge of current managers, Big Sky Resort outlets, and employees preferred
- Other duties as assigned

Qualifications:

- Strong analytical and interpersonal skills
- Strong written and oral communication skills
- Ability to organize and prioritize work, managing several projects and office contacts simultaneously
- Ability to interface effectively with employees, various levels of management, as well as external applicants and service providers
- Ability to exercise discretion and good judgment in interpreting and applying policies to problems
- Proficient in the use of Microsoft suite of office software applications (Word, Excel, PowerPoint, Publisher, Outlook, etc.)