



423 NE Winchester Street, Roseburg, OR 97470
Phone: (541) 673-0195 Fax: (541) 673-0459
www.SunriseEnterprisesInc.com

DETAILS

- **Human Resource Generalist - 1259**
- Full-Time
- \$22.00/hr DOE
- Typically 8 am – 4:30 pm Monday-Friday

BENEFITS

- Competitive medical/dental/vision benefits for full-time employees.
- \$10K life insurance at no cost.
- 50% employee discounts at our thrift stores on most items.
- Six paid holidays and paid time off.
- Discounts for specific fitness centers.

RESPONSIBILITIES

- Manage staff recruitment and hiring.
- Set up new hires for long-term success and manage training program for all employees.
- Advise on and administer employee benefits.
- Manage protected leaves and accommodations.
- Advise on and coordinate performance evaluations and other performance activities.
- Stay up to date on employment-related laws and employment trends.
- Manage handbook and policy revisions.
- Provide excellent service to Sunrise employees by phone, email, and in person.

QUALIFICATIONS

- Three years' office experience, including human resource activities.
- Proficient with Microsoft Office products; experience with HRIS solution preferred.
- Human Resources certification and/or Bachelor's degree preferred.
- Organizational skills to meet deadlines and balance multiple tasks and relationships.
- Excellent verbal and written positive, open, collaborative, and solutions-oriented communication and teamwork skills.
- Valid Oregon driver's license and insurable by Sunrise insurance carrier.
- Pass criminal history check & drug screen, including marijuana.

If you are ready to use your skills, personality, and ambitions to better our community and the lives of the people in our community, join our team by applying for the HR Generalist position at www.sunrisehelps.com/careers today.

Sunrise Enterprises is an equal-opportunity employer. We consider applicants for all positions without regard to race/ethnicity, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. If you are an individual with a disability and need a reasonable accommodation in the application or hiring process, please get in touch with Human Resources at 541-673-0195 or email sunrisehr@sunriseenterprisesinc.com