



**The Institute for Human Services**  
Ending the Cycle of Homelessness

# HR (Workforce Excellence) Generalist

**Job Type:** Full-Time

Overview: Coordinate recruiting/retention efforts including benefit administration, orientation and assistance the management of IHS team member relations.

## Responsibilities

- Recruit and coordinate the review of potential talent to evaluate skills and interview in conjunction with hiring manager that ensure qualifications and needs of organization are maximized.
- Report critical employee relations issues to Workforce Excellence Director and assist with the coordination of investigations.
- Administer benefits to employees; serve as primary point of contact with insurance carriers; process/facilitate any benefit related enrollment issues.

## Requirements

- Bachelor's degree in Business Administration, Human Resources or related field.
- Three to five years experience in Human Resources managing varying HR functions.
- Strong communication and interpersonal skills

For questions, please email [HumanResources@IHSHawaii.org](mailto:HumanResources@IHSHawaii.org).