

# STL PARTNERSHIP

## Human Resources Generalist

### **THE ORGANIZATION**

Our mission is to lead in the development and growth of long-term diversified business and employment opportunities by creating innovative solutions that generate increased wealth and enhanced quality of life for the citizens, businesses and institutions of the St. Louis region.

The St. Louis Economic Development Partnership marks a new era of collaboration within St. Louis by aligning regional efforts in business development, business finance, entrepreneurial support and international trade services.

Today, the Economic Development Partnership provides a broader range of services than most agencies of its kind, boosting innovation and entrepreneurship, attracting and retaining companies, increasing the region's international reach, and revitalizing municipalities, the partnership has become a key facilitator of regional growth for businesses and communities throughout the St. Louis Metropolitan area.

### **Accredited Economic Development Organization**



St. Louis Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.

### **THE POSITION**

Develops policy and directs and coordinates human resources activities encompassing recruitment, employee relations, benefits, wage and salary, training and employee development and employment law compliance by performing the following duties.

#### **Job Functions:**

- Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Prepares employees for assignments by establishing and conducting orientations and training programs.
- Performs benefits administration to include claim resolution, change reporting, and annual evaluation of policies for cost-effectiveness.

- Prepares evaluation format recommendations, and partners with management to create effective performance tools to measure employee and departmental performance.
- Recommends solutions and mediates the miscellaneous Human Resource related concerns throughout the organization.
- Writes directives advising department managers of company policy regarding equal employment opportunities, compensation, and employee benefits.
- Consults legal counsel to ensure that policies comply with federal and state law.
- Develops and maintains a human resources system (HRIS) that meets top management information needs.
- Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.
- Analyzes wage and salary reports and data to determine competitive compensation plan, and recommends appropriate salary level according to compensation guidelines and policy formulated by senior management.
- Other duties that may be assigned.

### ***THE NEED***

#### **Professional qualifications for this position include:**

**Education:** Associates Degree preferred

#### **Qualifications:**

- 3-5 years of experience of progressively more responsible related work experience
- Knowledge of office management, Microsoft Office products, Paychex Flex, Salesforce CRM, and modern administrative procedures
- Intermediate to advanced problem solving experience in a practical setting.
- Think and act independently and problem-solve creatively within a range of established guidelines.
- Strong numerical and analytical skill set with ability to interpret quantitative data and perform detailed trend analysis utilizing raw volume data.
- Experience collaborating with multiple stakeholders in program/project management.
- Demonstrated ability to generate creative solutions.
- Outstanding verbal, written and interpersonal communications skills with a proven ability to work collaboratively with others.

**INTERPERSONAL CHARACTERISTICS:** Strong written and verbal communication skills are expected. The selected candidate should be a strong relationship builder and self-motivated. It is expected that the

selected candidate will recognize and respect diversity and work effectively with people of other backgrounds and cultures and will have a desire to make a positive difference within the community.

### ***THE REWARD***

Commensurate with experience, we offer a competitive base salary and a culture which fosters and supports creativity and innovation. The St. Louis Economic Development Partnership offers a full range of employee benefits as well.

Interested and qualified applicants should submit their resume to <https://stlpartnership.aaimtrack.com>.

Also, applicants are encouraged to visit our website to learn more about the organization:

<https://stlpartnership.com/careers/>

*The St. Louis Economic Development Partnership is an equal opportunity employer. The organization considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*