



Job Title: HR Generalist
Reports To: Chief Executive Officer
Location: Las Vegas, NV

Join our team as an HR Generalist and help drive the team member experience from recruitment through retention. In this hands-on role, you will manage talent acquisition, onboarding, payroll and benefits support, leave administration, employee relations, and engagement activities. We are seeking a collaborative HR professional who excels in a fast-paced environment and is committed to delivering exceptional service to team members and managers.

Key Responsibilities:

- Manage full-cycle recruiting, including job postings, candidate screening, interviews, and onboarding.
- Coordinate background checks, offer letters, new hire orientation, and HRIS onboarding activities.
- Support payroll and benefits administration, including team member changes and 401(k) updates.
- Administer leaves of absence, accommodations, and workers' compensation processes.
- Serve as the first point of contact for team member questions and HR support.
- Maintain employment records and ensure compliance with HR policies and procedures.
- Coordinate team member recognition programs, events, and engagement initiatives.
- Prepare HR reports and metrics related to hiring, turnover, and workforce trends.

Qualifications:

- Associate's degree in Human Resources, Business Administration, or a related field required; Bachelor's degree preferred.
- 2-4 years of HR experience in recruiting, onboarding, employee relations, or HR administration.
- Experience with HRIS and payroll systems.
- Knowledge of employment laws, leave administration, and benefits processes.
- Strong organizational, communication, and problem-solving skills.
- Ability to maintain confidentiality and manage multiple priorities.

Preferred

- SHRM-CP, PHR, or other HR certification.
- Nonprofit experience.
- Experience with team member engagement and culture-building initiatives.

Scan the QR code
below to submit your
resume for consideration.

