

HOT JOB

Baltimore County Career Centers

EMPLOYER:



POSITION:

HUMAN RESOURCES GENERALIST

North American Millwright Services, Inc. tackles the sometimes awesome responsibility of handling millions of dollars' worth of machinery with delicacy and precision, while guaranteeing the highest quality of professional work. **Excellent benefits package** includes Healthcare, Dental and Vision; Life and Disability Insurance and 401k with 4% match.



North Point
Boulevard,
Edgemere



Full Time
Day shift
(Monday – Friday)



\$45-65,000
Annually

POSITION DUTIES:

- The Human Resource Generalist will run the daily functions of the Human Resource department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.
- May oversee the scheduling, assignments, and daily workflow of subordinate staff in the department.
- May assist with constructive and timely performance evaluations.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

QUALIFICATIONS:

- Bachelor's degree in Human Resources, Business Administration, or related field required
- Proficient with Microsoft Office Suite; ability to quickly learn HRIS and talent management systems
- Excellent communication and organizational skills. Attention to detail is critical.
- Strong time management skills and a proven ability to prioritize tasks and meet deadlines
- Expert interpersonal, negotiation, and conflict resolution skills, strong analytical and problem-solving skills
- Ability to act with integrity, professionalism, and confidentiality

HOW TO APPLY:

Email Cover Letter and Resume to Jim Russell at jrussell@namillwright.com

To learn more about North American Millwright or complete an application visit <https://namillwright.com/>



Job Connector
American Job Center



County Executive Johnny Olszewski and the Baltimore County Council

Baltimore County Career Center Locations

7930 Eastern Ave.
Baltimore, MD 21224
410-288-9050

11101 McCormick Rd
Hunt Valley, MD 21031
410-887-7940

3637 Offutt Rd
Randallstown, MD 21133
410-887-8912