



JOB OPENING NOTIFICATION

POSITION Human Resources HR Generalist
ISSUED January 28, 2020
CLOSE Until Filled

The Oklahoma Educational Television Authority (OETA) announces the opening of the full-time position titled Human Resources HR Generalist in Oklahoma City. The most qualified candidate(s) will be contacted for an interview.

Reporting to the Vice President of Finance, this position will assist the HR Manager.

PRINCIPAL RESPONSIBILITIES

- Administer compensation and benefit plans
- Assist in talent acquisition and recruitment processes
- Conduct employee onboarding and help organize training & development initiatives to foster positive attitude toward company goals
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- Promote HR programs to create an efficient and conflict-free workplace
- Assist in development and implementation of human resource policies
- Undertake tasks around performance management
- Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates
- Organize quarterly and annual employee performance reviews
- Maintain employee files and records in electronic and paper form
- Prepares employee separation notices and related documentation
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities
- Ensure compliance with labor regulations

SKILLS AND COMPETENCIES

- Excellent listening, verbal, and written communication skills
- Ability to handle confidential and sensitive information
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Create a positive, welcoming environment for all staff and guests across the diverse community
- Attention to detail and accuracy
- Problem-solving skills
- Proven experience as an HR Generalist
- Understanding of general human resources policies and procedures
- Good knowledge of employment/labor laws
- Outstanding knowledge of MS Office; HRIS systems (e.g. PeopleSoft) will be a plus
- Desire to work as a team with a results driven approach
- Additional HR training will be a plus
- Integrity



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QUALIFICATIONS

- College degree or some college courses in Human Resources preferred
- Experience: 3-5 years of related HR experience, such as HR Generalist and/or Business Partnering, with a minimum of one-two years working in a Human Resources office or related field with experience in Recruitment.
- Interpret and process routine office matters.
- Ability to lift up to 30lbs and have a valid Oklahoma driver's license.

COMPENSATION

Salary up to \$40,000. A generous benefit package including health, leave, retirement plus much more is included.

HOW TO APPLY

Send cover letter, application and resume to OETA, Human Resources, P.O. Box 14190, Oklahoma City, OK 73113, (405) 848-8501 or email to employment@oeta.tv. Applications are available online at OETA.tv or in person at 7403 N. Kelley Avenue, Oklahoma City.

OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.