

Human Resources Generalist Job Posting

Salary Range: \$42,886 - \$55,123

The Philadelphia Housing Development Corporation (PHDC), a non-profit organization funded primarily by the City of Philadelphia and the Commonwealth of Pennsylvania, is looking for an experienced Human Resources professional. Under general supervision, the primary responsibilities include the day-to-day operations of the Human Resources Office including the administration of various human resources policies, procedures, and programs; compensation and benefits administration; processing personnel transactions; timekeeping and payroll administration; ensuring legal compliance; employee relations; performance management; job classification; recruitment; employee development; and related work as required.

REQUIREMENTS:

Training and Experience: Bachelor's degree in human resources management, human resources development, business, or a related field. Five plus years of progressive leadership experience in human resources positions. Specialized training in employment law, compensation, benefits administration; organizational planning, organization development, employee relations, safety, training, and preventive labor relations, preferred.

Knowledge, Abilities and Skills: Excellent computer skills, including Word and Excel in a Microsoft Windows environment; effective oral and written communication skills; general knowledge of various employment laws and practices; effective interpersonal skills; skills in record keeping; ability to exhibit a high level of confidentiality; excellent organizational skills; ability to identify and resolve problems in a timely manner; ability to gather and analyze information skillfully.

ONCE HIRED, THE EMPLOYEE MUST BECOME A RESIDENT OF THE CITY OF PHILADELPHIA WITHIN SIX MONTHS OF APPOINTMENT AND MAINTAIN RESIDENCY STATUS IN THE CITY OF PHILADELPHIA AS A CONDITION OF EMPLOYMENT.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES

Professional in Human Resources (PHR) or SHRM Certified Professional (SHRM-CP) certification preferred, but not required.

ALSO INCLUDES: Competitive Starting Salary, Superior Health Insurance, Generous Pension Plan, Life Insurance, Deferred Compensation, and Generous Paid Leave and Holidays

APPLICATION PROCEDURE:

Applicants for this job opportunity must e-mail a cover letter and resume to phdc.hiring@phila.gov.

This job opportunity will be posted until a sufficient number of qualified resumes/applications have been received.

PHDC is an equal opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim.