

# Monterey Peninsula Surgery Center

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## Human Resources Generalist

The ideal candidate will be responsible for performing HR-related duties on a professional level and will work closely under the direction of the Human Resources Director, in supporting all Center locations. This position carries out responsibilities in the following functional areas: performance management, policy implementation, recruitment/employment, new hire onboarding orientations, benefits administration training, affirmative action and employment law compliance.

### **Required Skills, Abilities and Experience:**

- Minimum of 2 years of progressively Human Resources experience required
- Associates Degree with an emphasis in Human Resources
- Ability to keep work related infrastructure confidential
- Strong computer/typing skills
- Excellent communication skills
- Cooperative work attitude toward Co-Employees and Management
- Strong ethical and moral character references

**For consideration, we encourage you to complete the Non-Clinical Employment Application, and submit with a cover letter and resume**

***“MPSC,LLC is an equal opportunity employer and does not discriminate in its employment practices”***