



Position Title: Human Resources Generalist
Department: Human Resources
Location: Santa Fe, NM 87501
Pay Range: \$58,000 – \$60,000
Hours: Full-time / Exempt

Position Summary

The Georgia O'Keeffe Museum is in search of a Human Resource Generalist to join our team! The HR Generalist will be responsible for the daily workflow of the Human Resources Department and is primarily responsible for all aspects of recruiting for the organization and plays a critical role in ensuring the museum is hiring the best possible talent. With guidance from the Director of Human Resources, the HR Generalist will also carry out responsibilities in other HR functional areas including training, benefits administration, and payroll as needed.

Responsibilities include but are not limited to

- Conduct full cycle recruitment to include writing and placing advertisements; evaluating job candidates; coordinate interview scheduling with hiring managers; call references; manage and track resumes,
- Help organize training and professional development initiatives
- Assist with the annual performance review process
- Provide regular staffing and hiring updates and prepare reports as needed
- Conduct new employee orientations to ensure employees receive a comprehensive overview of the Museum, policies and procedures, benefit plans and enrollment provisions
- Enter and maintain accurate and current personnel information in the HRIS system
- Assist with payroll administration, including data entry and ensuring accurate calculations.
- Maintain confidential department files including personnel files, workers' compensation, unemployment, and benefit records
- Assists with Benefits Administration; enrollment and termination of benefits, and qualifying life event changes and assist during open enrollment
- Handling inquiries from employees
- Assist with HR-related projects and initiatives as needed

Background and Qualifications

- Minimum of an Associate's Degree in Human Resources or related field
- Minimum 5 years' experience in a Human Resources role
- Will consider proven work experience in an HR department or an equivalent combination of education and experience

Skills and Abilities

- General knowledge of the principles and practices of Human Resources; knowledge of employment laws and best practices.
- Must have well-developed interpersonal skills, analytical and problem-solving skills, planning and organizational skills, and attention to detail
- Self-starter with the ability to prioritize tasks
- Excellent verbal, and written communication skills
- Computer skills to include Excel, Word, Outlook, and HRIS systems (ISolved preferred)
- Confidentiality, Integrity, and Professionalism

Benefits

This position is eligible for our full benefits package including medical, dental, vision, Life Insurance, Short/Long Term Disability, 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, PTO, Paid Holidays, and much more!

To be considered, please send your resume to:

jobs@gokm.org

The Georgia O’Keeffe Museum is an equal opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.

Applicants must be authorized to work in the US for any employer, without needing sponsorship.