

Bridge Health

Job Announcement

JOB TITLE	POSITION NUMBER
Human Resources Generalist	
POSTING DATE	DEADLINE DATE
	Until Filled
POSITION LOCATION	
Bridge Health Administrative Offices 501 Mize Street	
GENERAL NATURE OF JOB DUTIES	
Individual selected will need to be flexible, be willing to in a team and employment focused environment that is fast paced. Individual should be able to accurately maintain employment records, work with multiple supervisors internally, and provide courteous and timely support to external customers as well. The individual selected will need to possess good written and oral communication skills and be willing to facilitate agency trainings for multiple audience types. Primary work schedule is Monday through Friday 8:30 a.m. to 4:30 p.m. Primary work location will be onsite at the Bridge Health Administration office.	
MINIMUM QUALIFICATIONS	
<p>Must be 21 years old, have a High School Diploma or GED, and three years of good driving history AND at least two years of experience in Human Resources related work or have a combination of education and experience within the HR field of study.</p> <p>Preferred: Individuals who possess prior experience in Human Resources and/or Training Facilitation.</p>	
HOW TO APPLY	
Applicants should submit a Lookout Mountain Community Services Application to the following: Lookout Mountain Community Services ATTENTION: Human Resources Department PO Box 1027 LaFayette, GA 30728 E-Mail: Jobs@LMCS.org Telephone: 706-638-5580 x 4114 FAX: 706-638-5445 <i>Lookout Mountain Community Services Application can be found at www.lmcs.org or contact 706-638-5580 x 4114</i>	Applications/resumes should be filled out carefully and completely with the last ten years of work history included. Attach documentation to support education/training/licensure certification. If your application/resume is not complete you may forfeit the opportunity of an interview. Keep a copy of your application/resume. Copying service is not available at LMCS. Due to the volume of applications/resumes received we are unable to provide information on your application/resume status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department. <i>In-House applicants will be considered prior to applicants being considered outside the agency.</i>

This position may require pre-employment drug testing
An Equal Opportunity Employer