



Job Title: Part-Time HR Generalist

Location: Rowell, GA

Position Type: Part-Time (approximately 20 hours per week)

Company Overview:

Full Tilt Consulting is the marketing communications partner for companies planning for next-stage growth. We are dedicated to workplace practices that support both work and personal needs and the alignment between the two. Based in Historic Roswell, GA, we offer competitive salaries, benefits, generous PTO, and a hybrid work model. Our client partners include an interesting and eclectic mix of industries, company sizes, and locations – one of the true benefits of an agency environment.

Full Tilt is seeking a dedicated and knowledgeable HR Generalist to join our team on an ongoing part-time basis. The primary responsibilities for the HR Generalist will be to administer daily HR functions - including benefits, payroll, compliance (federal, state, local) and recruiting.

The HR Generalist will play a crucial role in managing various HR functions and assisting in the development and implementation of HR policies and procedures. Key responsibilities include:

Recruitment and Onboarding:

- Assist in job posting and initial resume and candidate screening.
- Manage the new hire onboarding process, ensuring a smooth transition for new employees.
- Collect and enter payroll data.

Employee Relations:

- Act as a point of contact for employee questions and concerns.
- Maintain and update employee records and documentation.
- Assist in resolving workplace issues and conflicts in a fair and consistent manner.

Policy and Procedure Management:

- Help develop, update, and communicate HR policies and procedures.
- Ensure compliance with federal and state employment laws.
- Maintain an up-to-date knowledge of HR best practices.

Benefits Administration:

- Assist employees with benefits inquiries and enrollments.
- Support benefits administration, including health insurance, retirement plans, and other employee benefits.
- Serve as liaison between insurance vendors, carriers, and employees when needed.

Training and Performance:

- Help organize and coordinate employee training and development programs.
- Assist with job analysis and performance appraisal process

**Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or a related field (or equivalent experience).
- Proven experience in HR roles or related fields.
- Strong knowledge of HR laws, regulations, and best practices.
- Excellent communication and interpersonal skills.
- Highly organized and detail-oriented.
- Proficient in MS Office and HR software.
- PHR/SPHR certification is a plus.

Additional Information:

- Full Tilt Consulting is an equal opportunity employer.

How to Apply:

To apply, visit <https://fulltiltconsulting.com/about/join-our-team/>. You can learn more about us at FullTiltConsulting.com and any of our social media channels.