

HR Generalist – Fort Myers, FL

Babcock Ranch, the first solar town being developed in the United States, in Ft. Myers, FL, is seeking a full time results-driven HR Generalist with a can-do attitude to help administer human resource activities that make a difference for our associates and for our environment.

The HR Generalist will report to the President of Babcock Ranch and to the EVP of Human Resources & Risk Management located at our headquarters in Palm Beach Gardens, FL. This position will be responsible for recruitment, interviewing, orientation and execution and administration of existing human resources policies, programs, and practices at Babcock Ranch.

The HR Generalists duties include:

- **Recruitment:** Support the recruitment process by assisting with the creation of job descriptions, internally posting positions, reviewing resumes, prescreening candidates and scheduling interviews. Plan and conduct new associate orientation including completion of paperwork.
- **Performance:** Responds to manager and associate inquiries with regard to policies, procedures and programs. Conduct exit interviews, oversee the 90-day performance review process and assist with the annual performance review process.
- **Payroll:** Assist the PBG HR Manager with time and attendance – setting up time clocks and record-keeping management in Gatekeeper time and attendance system. Maintain onsite personnel files for active and terminated associates.
- **Associate Relations:** Provide assistance regarding HR related questions and concerns, helps develop and administer educational and training programs, reimbursements and other HR related programs. Supports Company HR projects/initiatives and quarterly events.

Education and Experience required:

- Bachelor's degree in human resources, business or similar field.
- Three (3) plus years of human resources experience as a generalist with a high degree of experience in high-volume recruiting and associate relations.
- Previous experience in a hospitality environment preferred
- PHR Certificate helpful.

To apply, send your resume with salary requirements to hr@kitsonpartners.com or fax to (561) 624-4537.

We maintain a Drug Free / Smoke Free Workplace and perform reference checks and criminal background screening. / EOE. Local candidates only please as we do not offer relocation assistance.