



## Human Resources Generalist

Park District of Oak Park

**Contact Name:** Desiree Hines

**Contact E-mail:** [desiree.hines@pdop.org](mailto:desiree.hines@pdop.org)

**Contact Phone:** 708-725-2161

**Closing Date:**

**Salary:** \$25.00 Hourly

### **Description:**

To view full job description and apply online today click here:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=211575&clientkey=41D8300184906117978771C10E755DC6>

The Park District of Oak Park is hiring a Full-Time Human Resources Generalist. We offer a competitive compensation package that includes \$25.00 an hour based on qualifications, medical, dental, vision, flexible spending account, IMRF, vacation, sick time, personal days, holidays and employee discount.

### **Job Purpose:**

Under the direct supervision of the Director of Human Resources & Risk Management, the Human Resources Generalist will provide complex comprehensive administrative support to the Human Resources Department including but not limited to maintaining employee records, recruitment, volunteer coordination, compliance, HRIS, benefits, & compensation. By leveraging exceptional organizational skills and keen attention to detail, the Human Resources Generalist ensures that all HR activities are executed accurately and timely, contributing to a positive and productive work environment.

The Park District of Oak Park is an equal opportunity employer!