



Human Resources Generalist

Position Description

The Human Resources (HR) Generalist manages the day-to-day operations of the human resources department as well as the administration of the human resources policies, procedures, and programs. The ideal candidate will be able to work with senior management to plan, execute and administer a comprehensive Human Resources program. The HR Generalist will originate and lead HR practices and objectives that provide an employee-oriented, high-performance culture. The HR Generalist will report directly to the Vice President of BNG.

What You Will Be Doing

- Recruiting and staffing logistics
- Organizational and space planning
- Performance management and improvement systems
- Organization development
- Regulatory compliance and reporting
- Team member orientation, development, and training
- Policy development and documentation
- Team member relationship management
- Committee facilitation
- Company/team communication
- Compensation and benefits administration
- Team member safety, welfare, and wellness education
- Maintaining employment records and other confidential information
- Measuring and reporting on team job satisfaction metrics

What We Want From You

- Experienced leader with 3+ year background in an HR role
- Degree in human resources, business, or organizational development (or relevant training and experience)
- Strong working knowledge of current labor laws and employment regulations
- Demonstrated experience with HR functions and best practices
- Strong people management and leadership skills with the ability to actively communicate, engage and motivate team members at all levels
- Excellent written and verbal communications skills
- Amazing organizational and conflict management skills
- Meticulous attention to detail



- Strategic mindset with the ability to make difficult decisions

Compensation, Benefits, and Perks

- Competitive salary based on experience and qualifications
- Health, dental, and supplemental insurance benefits available
- Flex Spending Accounts for medical and dependent care expenses
- Long-term disability insurance
- 401(k) plan with company match
- Unlimited Paid Time Off
- Volunteer Time Off
- Paid holidays
- Paid parental leave
- LifeLock® Identity Theft Protection
- Mobile phone service discount
- Wellness reimbursement
- On-site company store
- Free coffee, tea, cocoa, and espresso machine
- Free filtered ice water
- Free parking
- Casual attire all week long
- Three indoor slides
- Rooftop patio, deck, outdoor grill, and fire pit
- Full kitchen, bar, game room, and video games
- Gym with cardio and strength equipment, showers, and towel service
- Indoor half-court basketball with badminton and pickleball court
- Auditorium for company events and movie nights
- Private nursing rooms for mothers
- One block from biking and running trails, dog park, and playground
- Free chair massages
- Catered team events and training sessions every month
- Fun work environment and an amazing culture
- Great opportunities for training, professional growth, and advancement

Additional Information

- Location: Fargo, ND
- Full-time position
- Applicants must be eligible to work in the US without visa support



About BNG Team

BNG Team is an award-winning business solutions company based in Fargo, North Dakota. BNG Team is passionate about developing solutions for businesses that help them achieve their business goals. BNG has four divisions that offer a variety of services. For additional information on BNG Team and its businesses, visit BNG Team online (<http://www.bngteam.com>) or follow us on Twitter [@bngteam](https://twitter.com/bngteam). BNG Team is an equal opportunity employer.