



Mississippi Pillager, LLC

DBA White Earth Enterprises

Position: HR Generalist
Location: Waubun, MN
Pay: \$25 - \$30 per hour

Benefits:

Open: 01/27/2025
Close: Open until filled
Status: Part Time

The Human Resources Generalist is responsible for various human resources functions. This includes a variety of responsibilities such as: administrative functions, recruiting and onboarding, workers' compensation, safety team planning, and benefits administration. This hybrid position will play a crucial role in supporting operations with the accuracy with a wide variety of responsibilities to include on-boarding of new hires, maintenance of the HR software platform. And efficiency of payroll review and processing.

Essential Duties & Responsibilities

- Responsible for onboarding newly hired employees to include employee handbook overview, employment documents, and benefit enrollment and facilitates training.
- Create and maintain complete and confidential files on each employee. Process, verify and maintain documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations and classifications
- Inform employees and enforce company policy and practices
- Maintains and signs all disciplinary action forms and performance improvement plans from management, and facilitates meetings as needed
- Processes employee change forms for promotions, demotions, wage changes, and transfers
- Records and processes all terminations, reports information to payroll dept, updates spreadsheets and trackers with employee info/term dates
- Assist with company benefit administration to include enrollment forms, plan questions, claims resolution, and open enrollment
- Write job descriptions and place job advertisements in various mediums
- Establish and maintain department records and reports; recommend new approaches, policies, and procedures to effect continual improvements in efficiency and services performed
- Respond to applicant inquiries in-person, over the phone and via email
- Process and review employment applications to evaluate qualifications and eligibility of applicants
- Assist in managing workers' compensation injury claims. File reports, maintain accident information and monitor progress
- Respond to various information requests from governmental agencies, such as unemployment, in a timely manner
- Support communications and marketing activities for SRHS including but not limited to designing advertisements, brochures, and social media
- Record and maintain data for each employee, including information as addresses, weekly earnings, absences, supervisory reports on performance, change of statuses, and dates of and reasons for terminations
- Coordinate and schedule pre-employment screens with new hires; conduct and coordinate new hire orientations
- Answer questions regarding eligibility, salaries, benefits, and other pertinent information
- Perform other duties as assigned
- Educate and communicate company personnel policies and procedures to newly hired and current employees
- Conduct/facilitate employee mediations

Supervisory Responsibilities

- This job has no supervisory responsibilities

Knowledge, Skills, and Abilities

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume
- Ability to apply concepts of basic algebra and geometry

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of:

- Sage Intacct
- Database software
- Adobe
- Human Resource systems
- Internet software
- Inventory software
- Order processing systems
- Payroll systems
- Microsoft Office Suites

Other Requirements

- Must be able to meet background and licensing standards throughout employment.
- Possess valid driver's license, Tribal or State ID
- 3 to 5 years of experience in payroll processing preferred
- Minimum 21 years of age
- Knowledge of and the ability to follow the policies and procedures of the White Earth Reservation Tribal Council and the White Earth Enterprise
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles
- Ability to maintain confidentiality
- EEO with Native American Preference.
- A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment. Background Checks performed.

Qualifications, Education & Experience

- High school diploma or equivalent required; and bachelor's degree or higher in Accounting, Business, or related field required
- Strong understanding of payroll regulations, tax laws, and billing procedures
- Excellent attention to detail and accuracy in handling payroll
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook)
- 1-3 years previous Human Resources experience required
- Ability to work independently with little supervision required
- Ability to remain calm while working under pressure in a busy environment
- Ability to work within timeframe of standard policies and procedures
- Ability to maintain confidentiality related to sensitive company and employee information
- Thorough knowledge of HR principles and federal/local regulations
- Excellent ability to multi-task and prioritize in a busy, fast-growth environment
- Proficiency in MS Word, Excel and Power Point is essential
- Exhibit extraordinary discretion, confidentiality, flexibility, and willingness to work closely with our team

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job:

- The employee is regularly required to sit for long periods of time
- The employee is occasionally required to walk and talk or hear

- The employee is frequently required to use hands to handle, control, or feel objects, tools or controls
- The employee may lift and/or move up to 10 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job:

- This job operates in a professional office environment and routinely uses standard office equipment such as computers, phones, copiers, and filing cabinets and may work in proximity with customers and staff.
- The noise level in the work environment is usually quiet
- Must be able to travel to attend job fairs, visit college campuses and meet with applicants

Email a request for Application or send Resume and Cover Letter to:

White Earth Enterprises
Email: rachelle.perkes@weenterprises.com
Attention: Rachelle Perkes
3282 US Hwy 59
Waubun, MN 56589

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