**Part-Time HR Generalist (20 hours per week/flexible hours) Garrettsville, OH**

Diskin Enterprises, located in Garrettsville, OH, is looking for a part-time HR Generalist for this newly created position. The HR Generalist carries out responsibilities in the following functional areas: benefits administration, payroll, employee relations (non-union), performance management, onboarding, policy implementation, recruitment/employment, and employment law compliance.

Benefit administration includes – medical, dental, vision, 401K, workers compensation and unemployment.

The HR Generalist will report to the Corporate Controller.

We are looking for an HR professional with:

· College degree preferred or applicable experience.

· Excellent written and oral communication skills

· Two - three plus years of HR Generalist experience

· Proficiency with MS Office software.

This is position is on-site (no remote work).

Compensation: $25 - $27 per hour depending on experience

Please send your resume to [hiring@diskinenterprises.com](mailto:hiring@diskinenterprises.com) with **HR Generalist** in the subject line.