



## **Human Resources Generalist - Fond du Lac** Full Time

ADVOCAP, Inc., is a recognized leader in anti-poverty and self sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty, and increase self-sufficiency.

This position will ensure that required local, state and federal government reporting and recording is completed on a timely basis. Is responsible for all accurate and timely recording of employee information for HR, Payroll and Finance. Record and administer benefits such as ACA, health, COBRA, FMLA, Flex, HRA, dental, vision, life and supplemental life, 401k and retirement. Conduct background checks in accordance within the Agency or funding sources guidelines. Assist with annual summer lay-offs and recalls. Perform administrative tasks as needed and various projects throughout the year.

### **Job Requirements:**

- Minimum of a 2-year Associate degree in Human Resources and at least two-four years related experience in Human Resources (or an equivalent combination of education and experience) is preferred to meet job standards
- Demonstrated ability to describe practices and procedures in relation to policies
- Excellent writing skills and verbal communications skills. Ability to produce concise, accurate written records with attention to detail. Ability to compose, type and proof materials, establish priorities and meet deadlines
- Must possess word processing, and spreadsheet skills
- Ability to work with diverse individuals and groups
- Drug screening, and fingerprinting for background check required

Minimum starting wage is \$19.42 per hour. This full time position will have access to our full benefit package which includes: health, dental, vision, life, STD, vacation, sick and holiday pay, and Retirement/401k option.

Please submit resumes with cover letter to:

Human Resources, ADVOCAP, Inc.,  
PO Box 1108, Fond du Lac, WI 54936-1108 OR  
FAX 920-922-7214 OR Email [hr@advocap.org](mailto:hr@advocap.org)

Application materials submitted by 1/21/22 will receive primary consideration. Please include job title in subject line when applying.

[www.advocap.org](http://www.advocap.org)  
AA/EOE