

## **Human Resources Generalist Position Available**

Title: Human Resources Generalist

Class: Full Time

Hours: 40+ hours/week

### Description:

Twin City Ambulance is family owned and operated and has been part of the Western New York community for more than 60 years. Our team is comprised of more than 250 EMS professionals who provide around-the-clock emergency medical services in the Cities of Tonawanda, North Tonawanda, and Lockport, the Towns of Amherst, Clarence, Newstead, Lockport, Wheatfield, and Grand Island, and the Villages of Kenmore, Akron, and Williamsville. We also provide emergency medical standby service to KeyBank Center and the Buffalo Sabres, Canisius College, Shea's Performing Arts Center, Artpark, Coca-Cola Park, and several other Western New York venues.

We are currently looking for a Human Resources Generalist to join our team. This person will oversee the day-to-day Human Resources functions for the company. If you are a highly motivated professional looking for an outstanding opportunity with a growing company, we encourage you to apply.

### Applicant Requirements:

- Associate's degree or equivalent experience in Human Resources.
- Knowledge of Human Resources laws and regulations.
- 3-5 years of Human Resources experience.
- Must be willing to become a New York State certified Emergency Medical Technician.

### Preferences:

- Labor relations experience
- SHRM membership / certification

### Responsibilities:

- Payroll administration.
- Recruitment / retention.
- Hiring / on-boarding.
- Employee file maintenance / HRIS administration.
- Employee relations.
- Enforcement of policies including:
  - Attendance tracking;
  - Administration of PTO/Sick Time accounts;
  - Administration of leaves of absence including, FMLA, STD, and Workers Compensation; and
  - Risk and safety management.
- Administration of benefits programs.

Benefits:

- Competitive salary.
- Health insurance.
- Dental insurance.
- Life insurance.
- 401(k).
- Flexible schedule.

Contact:

Interested applicants should send resume and cover letter to:

Andrew Knoell at [aknoell@tcaems.com](mailto:aknoell@tcaems.com)

This is an open posting. We will seek to quickly fill the vacancy with a qualified candidate. Interviews will be scheduled upon receipt of application materials. The posting will close when the vacancy is filled.

Submission of an application does not guarantee an interview. Twin City Ambulance is an equal opportunity employer. Address questions about this opportunity to Andrew Knoell at the above e-mail address or by telephone at (716) 692-2342 ext. 135.