



Human Resources Generalist

Lancaster County Solid Waste Management Authority (LCSWMA) manages the municipal solid waste and recyclable materials from Lancaster County, Pennsylvania homes and businesses, as well as refuse for the City of Harrisburg and surrounding Dauphin County communities. Once the waste is delivered by private haulers, LCSWMA employs a multi-step approach to trash disposal and processing, called an Integrated System. This Integrated System not only saves significant landfill capacity, it also creates clean, renewable energy (electricity).

We are currently looking for qualified candidates for the full-time position of Human Resources Generalist. The Human Resources Generalist will provide support on HR initiatives including but not limited to: payroll processing for 100+ employees, benefits, recruitment and onboarding, employee relations and day-to-day activities.

The ideal candidate will possess the following:

- Bachelor's Degree in HR, Business or related degree
- Minimum of 3 years of HR experience
- Professional Human Resources Certification (PHR and/or SHRM-CP)
- Strong computer skills: Word, Excel, PowerPoint, Publisher, Outlook
- Strong attention to detail and organizational skills
- Team player with strong written and oral communication skills
- Highly analytical thinker and problem solver
- Acts with sense of urgency, bias for action, fast paced environment
- Valid PA Driver's License
- Experience in payroll processing is preferred

Salary commensurate with education and experience. LCSWMA offers an excellent, comprehensive benefits package and is an equal opportunity employer.

Please visit our website at: www.lcswma.org for more information or submit an application/resume to: LCSWMA (Attn: Human Resources) PO Box 4425 Lancaster, PA 17604 or email: HRdept@lcswma.org