



JOB DESCRIPTION

Human Resources Generalist

Job Title:	Human Resources Generalist	Status:	Exempt
Department:	Human Resources	Full/Part Time:	Full-Time
Reports To:	Director of Human Resources	Annual/Seasonal:	Annual
Direct Reports:	0 FTE	Annual Pay:	\$42,000-\$48,000
Benefits Eligible:	Yes	Application Deadline:	Open Until Filled, Apply Here

POSITION SUMMARY

This is a standout opportunity for an HR professional who wants to make a real impact. We're seeking an exceptional, people-centered HR Generalist to join our talented team and help shape an inclusive, supportive, and high-performing workplace.

Reporting to the Director of Human Resources, the HR Generalist is a vital member of the HR team, providing hands-on support throughout the employee experience—from welcoming new team members to supporting growth, engagement, and transitions. This role will lead and contribute to benefits administration, onboarding, staff training, talent acquisition, and offboarding, while gaining meaningful exposure to unemployment insurance, workers' compensation, labor law, and HR compliance.

Working closely with Finance, managers, and staff across the organization, the HR Generalist will be a trusted resource, thoughtful problem-solver, and champion of our organizational values. If you are energized by building strong relationships, improving systems, and helping people thrive, we'd love to hear from you.

What We Are Looking For

- **You are a proactive problem-solver** who takes initiative and drives projects to completion.
- **You excel at communication.** You build positive relationships and turn complex issues into clear solutions.
- **You are Adaptable and resourceful.** You thrive in dynamic environments, learning quickly and connecting people, policies, and processes.

Essential Duties and Responsibilities Include:

Benefits Administration

- Serve as the main point of contact for open enrollment and employee benefits administration, including health, retirement, and leave programs, ensuring accuracy and confidentiality.
- Lead the open enrollment process.
- Provide administrative support to employees for open enrollment and processing of benefits.
- Resolve employee inquiries related to benefits eligibility and open enrollment.
- Oversee the PTO process via the company's HRIS system.
- Support the benefits renewal process.
- Collaborate with Finance in maintaining compliant documentation and up-to-date employee records related to compensation and benefits.
- Support the Director of Human Resources with leave requests and accommodations requiring specialized attention, particularly those arising under the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), state and local leave laws, and short-term or long-term disability plans.

Onboarding & Employee Lifecycle

- Facilitate the HRIS onboarding process for all new employees.
- Manage and enhance onboarding programs for new staff members, ensuring a welcoming and thorough introduction to the organization.

- Lead orientation for new hires; oversee initial paperwork, background checks, and system setup.
- Collaborate with the Director of Human Resources in organizing and conducting exit interviews; collect feedback and support continuous improvements in staff experience.
- Facilitate offboarding transitions, ensuring timely communication and compliance.

Talent Acquisition, Recruitment, & Hiring

- Co-design and implement standardized hiring processes to improve consistency, reduce time-to-fill, and enhance candidate experience.
- Manage job postings, candidate screening, interviews, and coordinate timely, efficient hiring decisions.
- Collaborate with managers to create thoughtful job descriptions and develop equitable, streamlined recruitment strategies.

Employee Relations

- Co-design and implement standardized hiring processes to improve consistency, reduce time-to-fill, and enhance candidate experience.
- Manage job postings, candidate screening, interviews, and coordinate timely, efficient hiring decisions.
- Collaborate with managers to create thoughtful job descriptions and develop equitable, streamlined recruitment strategies.

Systems & Technology Management

- Co-design and implement standardized hiring processes to improve consistency, reduce time-to-fill, and enhance candidate experience.
- Manage job postings, candidate screening, interviews, and coordinate timely, efficient hiring decisions.
- Collaborate with managers to create thoughtful job descriptions and develop equitable, streamlined recruitment strategies.

Training & Development

- Schedule, deliver, and track mandatory and ongoing staff training (compliance, policy, professional development).
- Maintain training records and ensure timely completion of certifications as applicable.

Unemployment Insurance, Workers' Compensation, & Safety

- Collaborate on aspects of unemployment insurance and workers' compensation claims, reporting, and case management.
- Support workplace safety initiatives and maintain related documentation.

Human Resource Administration & Compliance

- Assist with employment law and HR compliance; maintain policies, procedures, and personnel handbooks.
- Ensure organization-wide adherence to legal, ethical, and regulatory requirements, including recordkeeping and documentation.
- Support Director of HR with staff compliance training and routine updates.
- Stay updated on HR trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

Payroll Support

- Provide backup coverage during absences to ensure uninterrupted payroll administration.
 - Support Finance & Payroll with routine payroll processing, adjustments, and reporting as needed.
 - Assist in resolving employee inquiries related to payroll and timesheets.

Collaboration

- Assist with employment law and HR compliance; maintain policies, procedures, and personnel handbooks.
- Ensure organization-wide adherence to legal, ethical, and regulatory requirements, including recordkeeping and documentation.
- Support Director of HR with staff compliance training and routine updates.
- Stay updated on HR trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

REQUIREMENTS OF THE POSITION

Required Qualifications

- Associate's or Bachelor's degree in Human Resources, Business Administration, or related experience.
- Minimum 1 year of professional HR experience, with exposure to:

- Benefits and open enrollment
- Recruiting and onboarding
- Employee relations and staff training
- Experience with HRIS systems, Paylocity preferred
- Demonstrated success in diversity, equity, and inclusion initiatives
- Excellent communication, interpersonal, and leadership skills

Preferred Qualifications

- Paylocity experience
- Experience with unemployment insurance administration, workers' compensation administration, and labor law and regulatory compliance
- PHR, SHRM-CP, or similar HR certification preferred

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 essential duties of this position, the employee is required regularly to speak and listen. More specifically, this position requires the ability to actively listen and have a close attention to detail and extensive work on a computer monitor for long periods of time.

ABOUT MILWAUKEE REP

Milwaukee Rep is Wisconsin's largest performing arts organization in terms of audiences served and one of the largest professional theaters in the country. Each year, nearly 300,000 people experience a wide range of productions and events, from Broadway musicals and Shakespeare to American classics and World Premieres. At Milwaukee Rep, we value inclusion, innovation, collaboration, and quality. Our team plays an important role in advancing our mission to ignite positive change in our community through the transformative power of theater. We are committed to building a diverse and inclusive workplace and encourage candidates from a variety of backgrounds and experiences to apply. While few candidates will meet every qualification listed, we encourage individuals who are excited about the opportunity and believe they can contribute to our success to apply.

Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status.

Additionally, any physical demands described 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.