

# MDEQ JOB ANNOUNCEMENT



The Human Resources Office is accepting applications for the following job vacancy:

**Position:** Human Resources Generalist I

**PIN:** 8031

**Starting Salary:** \$34,944.00

**Location:** Human Resources Division

**Minimum Qualifications:**

Typically requires a Bachelor's degree and 0-2 years of experience.

**Primary Functions:**

- Serve as the Lead Recruiter for the agency
- Attend Career Fairs of all major colleges/universities
- Maintain constant communication with applicants
- Post Job Announcements
- Maintain applicant database
- Maintain PIN files
- Conduct Background Screenings
- Schedule and sit in on interviews as needed
- Provide Review and Feedback to upper management of applicants
- Extend job offers internally and externally
- Setup New Employee Orientations
- Maintain all organizational charts
- Assist with Training Programs as needed