



El Centro Hispano, Inc.

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Human Resources Generalist Position

El Centro Hispano is looking to hire an enthusiastic and driven person for the position of Human Resources Administrator to conduct human resources activities including but not limited to employee hiring practices and benefit plans.

Candidates for this position must:

- Be fully bilingual, in Spanish and English;
- Have, at least, Human Resources Certificate or equivalent, one to two years related experience, or equivalent combination of education and experience;
- Working knowledge of HR laws and regulations;
- Ability to prepare reports and business correspondence;
- Have extensive understand of office software such as Word, Excel, Power Point, etc.;
- Be eligible to work in the state of North Carolina;
- Ability to deal effectively with a diversity of individuals at all organizational levels;
- Strong interpersonal skills;
- Agree with the mission and vision of El Centro Hispano.

This is a full-time exempt salaried position with benefits, such as; paid vacation, health insurance, dental, etc. Starting yearly salary: \$43,680.

To apply, send a cover letter and resume/CV to procha@elcentronc.org.