NorthCare Network

1230 Wilson Street
Marquette, Michigan 49855

POSITION TITLE: Human Resources Generalist

QUALIFICATIONS: Bachelor's Degree in related field preferred; relevant experience may be considered in lieu of education. PHR or SHRM-CP Certification preferred. At least three years of HR experience preferred. Payroll experience preferred. Working knowledge of state and federal employment laws. Excellent communication and organizational skills, with strong attention to detail.

STATUS/HOURS: Regular full-time position, 80 hours biweekly, with full-time benefits.

SALARY RANGE: $65,312.00 to $88,171.20. Starting salary will be determined based on education, certifications, and experience. NorthCare Network offers a competitive, comprehensive benefits package.

LOCATION: Marquette, Michigan. This position may offer a hybrid work schedule with supervisor approval.

ABOUT US: NorthCare Network is seeking a detail-oriented Human Resources Generalist to manage HR functions across the employee lifecycle. Located in Marquette, Michigan, NorthCare Network is a Specialty Prepaid Inpatient Health Plan (PIHP) responsible for managing behavioral health services available to Upper Peninsula residents whose needs are covered by Michigan Medicaid and specialty grants for substance use disorder services.

RESPONSIBILITIES INCLUDE: Under the supervision of the Chief Executive Officer, the Human Resources Generalist is responsible for a variety of HR functions for NorthCare Network. This position manages recruitment, onboarding, payroll, benefits administration, personnel policies, and performance evaluations. The Human Resources Generalist serves as a primary point of contact for employee inquires, concerns, and general HR guidance. This position also serves as the organization's Training Coordinator, overseeing the employee training program and ensuring all required trainings are completed in accordance with legal and contractual standards.

APPLY ONLINE: https://recruiting.paylocity.com/recruiting/jobs/All/ce8130af-4ca4-49b5-b425-88074f62a3da/Northcare-Network

DEADLINE TO APPLY: Until the position is filled.

NOTICE TO APPLICANTS: Any offer of employment is contingent upon successful completion of a criminal background check, primary source verification, exclusion screening, and reference checks. NorthCare Network is an Equal Opportunity Employer.