



Jobs with Purpose

Eastern Carolina Vocational Center Inc. has an opening for a HR Generalist in the HR DEPARTMENT. This position will work closely with the HR Manager to assist in fulfilling ECVC's mission to help persons with disabilities attain a higher quality of life through achievement of their vocational goals.

Some of the Essential Duties and Responsibilities are:

- Training and development
- Maintenance of HR records, metrics, and budget
- Assisting HR Manager in the development and implementation of personnel policies and procedures
- Working with supervisors and operational managers on recruitment and workforce planning
- Maintaining affirmative action program under direction of the HR Manager/EEO Officer
- Process improvement
- Workers Compensation
- Job analysis

The selected candidate will possess:

- Effective interpersonal and communication skills
- Ability to interact professionally with all employees in the public and private sectors
- Ability to handle multiple, complex actions with varying priorities in a dynamic environment
- Ability to mediate conflict
- Strong analytical and problem-solving skills as well as attention to detail
- Excellent organizational skills
- Strong presentation skills
- Proficiency in all Microsoft Office products, use of Internet, and other software as required by job
- Ability to work well under pressure
- Ability to exercise independent judgement and discretion regarding confidential matters
- Knowledge of state and federal employment laws and fair hiring practices

Education and Experience

- Bachelor's degree in human resources or related field
- 2-5 years of HR experience

About ECVC

ECVC is one of the major manufacturing employers in Greenville, Pitt County, NC. With 3 locations in eastern NC, it operates manufacturing, packaging and distribution, recycling, janitorial, and retail businesses. Major customers include Federal and local government as well as local businesses and industry.

For consideration, please send resumes via fax to 252-830-1260, email: pmachia@ecvcinc.com or mail to Attention: Personnel, ECVC, 2100 N. Greene Street, Greenville NC 27834. Open till filled.

800.758.4188
252.758.4188
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