

## Senior Human Resources Generalist



**Position:** Senior Human Resources Generalist  
**Department:** Human Resources  
**Location:** Overland Park, KS  
**Salary:** FT/Salary

### **Summary:**

We are seeking an experienced and dynamic Senior Human Resources Generalist to join our team. The Senior HR Generalist will play a pivotal role in providing comprehensive HR support across various functions, contributing to the development and execution of HR strategies, policies, and initiatives. This role requires a seasoned professional who can handle a diverse range of HR activities, foster positive employee relations, and collaborate effectively with cross-functional teams.

### **Responsibilities and Expectations**

- Engage in various aspects of the HR function, including recruitment, onboarding, employee relations, and performance management.
- Support HR functions in bank offices located in our Kansas City, Topeka, and Western Missouri footprint.
- Provide guidance to managers and employees, offering support and expertise in resolving complex HR issues.
- Collaborate with department heads to understand their talent needs and partner with them to develop effective workforce plans.
- Participate in recruitment efforts, including job postings, candidate sourcing, interviews, and selection processes.
- Prepare the onboarding process for new hires, ensuring a seamless integration into the organization.
- Handle employee relations matters by addressing concerns, conducting investigations, and mediating conflicts to promote a positive work environment.
- Assist in performance management initiatives, assisting managers in setting goals, conducting evaluations, and fostering professional development.
- Maintain up-to-date knowledge of employment laws and regulations, ensuring compliance in HR practices and policies.
- Contribute to the development and implementation of HR policies, procedures, and initiatives that align with the organization's goals.
- Collaborate with the HR leadership team to analyze HR metrics and trends, providing insights to drive informed decision-making.
- Participate in HR projects and initiatives, working collaboratively to improve HR processes and contribute to organizational growth.
- Perform other duties as assigned or required.

### **Required Skills & Education**

- Bachelor's degree in Human Resources, Business Administration, or related field; Master's degree preferred.
- Minimum of 7 years of progressive HR experience, with 5 years in a generalist role.
- Professional HR certification (SHRM-CP, SCP, or PHR) strongly preferred.
- Thorough understanding of HR principles, practices, and employment laws.

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- Strong interpersonal and communication skills, with the ability to interact effectively at all organizational levels.
- Demonstrated experience in employee relations, conflict resolution, and performance management.
- Exceptional problem-solving skills and the ability to handle confidential information with discretion.
- Proficient in HRIS systems and Microsoft Office Suite.
- Detail-oriented with strong organizational and time management skills.
- Ability to travel within assigned regions 25% of the time.

The above statements are intended to generally describe the nature and level of work to be performed by most people assigned to this job. It is not intended as an exhaustive list of all responsibilities, duties, and requirements.

### **Physical Requirements**

This position requires standing, walking, bending, and squatting on a regular basis. May require the ability to stoop, kneel, crouch or reach with hands and arms. Requires the ability to carry, lift, move or push up to 25 pounds on an occasional basis. Must be able to talk and listen to others.

### **Work Environment**

This position regularly works in an office setting. Most of the job duties require the employee to be working with computers and electronic media on a regular basis.

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