



HUMAN RESOURCE GENERALIST

Position Summary: Provide people-focused programs and processes and confidential counseling services tailored to coaching activities. Support company's policies, programs and procedures through advisement and counsel regarding employee relations issues.

Responsibilities and Duties

- Responsible for consistent administration of policy and procedure involved with but not limited to: background checks, drug screens, management of HRIS, worker's compensation, LOA, STD, ADA, etc.
- Provide general administrative support to HR Dept.
- Assist in employment investigations and maintain legal compliance on all employee relations/performance issues
- Coach and counsel management staff regarding employee relations and performance management
- Facilitate new hire & benefit orientation
- Partner with Corporate HR in annual open enrollment, support of Be Well initiatives, annual review process and other projects as assigned
- Responsible to compile, update, verify and distribute HR reports
- Respond to employee questions in a timely manner
- Identifies employee development needs and assists in the coordination of the deliverables

Qualifications

- Three to five years in a HR Generalist function. Experience within Hospitality/Sales environment a plus
- Excellent verbal and written communication skills with the ability to communicate at all levels of the organization
- Strong organizational skills with an attention to detail
- Strong presentation skills
- Ability to conduct counseling in disciplinary matters
- Ability to maintain confidentiality
- Bachelor's degree required, degree in HR preferred.
- PHR certification desirable
- HRIS experience preferred
- MS Office program proficiency (Excel, Word, Power Point)
- Ability to travel 10% of the time.

Benefits

A competitive salary isn't the only thing you will receive from Wyndham. In addition we have comprehensive benefits including medical, dental, vision (all available within 31 days of employment), life, AD&D, short and long term disability. 401k plan with company match, tuition, and adoption reimbursement, and numerous employee discounts.

Our Organization & Culture

Our "core values" say a lot about who we are – to act with integrity, to respect everyone, everywhere, to provide individual opportunity and accountability, to improve our customer's lives and to support our communities. We continue to add new locations to our travel portfolio in spite of the economy. Is it any wonder that *Fortune Magazine* lists us among the World's Most Admired Companies again for 2010? Wyndham Vacation Ownership is a proud member of Wyndham Worldwide (NYSE:WYN). Wyndham Worldwide has 12 hotel brands with 7040 hotels on six continents, and more than 830,000 owners who travel to 155 resorts throughout North America and the South Pacific.

Interested in joining our team? Apply today at www.wyndhamjobs.com

Hiring Manager

Dottie Justice (Regional Director of Human Resources)

dottie.justice@wyn.com (865) 286 6043