



Flandreau Santee Sioux Tribe

Human Resources Generalist(s)

Open June 27, 2022 – Until Filled

We are expanding and looking to grow our team by seeking two additional HR Generalists for our new business entities! Our ideal candidates will have an eagerness to learn and great team building skills. Depending on the location, we are seeking individuals in the HR field with experience in Manufacturing and/or Healthcare. These positions are fulltime and come with great benefits!

Summary:

The Human Resource Generalist is responsible for all day-to-day human resource activities for their perspective location. Duties include guidance and assistance, writing/revising company policies, procedures and documentation. This position will also coordinate the resolution of specific policy-related and procedural problems, recruiting, onboarding, data entry, compensation, benefits, training and development as well as employee relations and communications. This responsibility includes ensuring compliance with all federal, state, and tribal government regulations as they relate to the human resources function. These positions will report to the Chief Human Resources Officer for direction, coordination, and overall management of the Human Resources function.

Minimum Education & Qualifications:

- Bachelor's Degree in Business, Sociology or other related field with HR focus.
- 3-5 years Human Resource Experience
- SHRM-CP, SHRM SCP or THRP preferred.
- Must have a valid driver's license and be insurable

Must submit to a P.L. 101-630 background check and pre-employment drug and alcohol screening.

Applications are available at the FSST Tribal Office or apply online at www.santeesioux.com

May attach resume to Tribal Application.

Preference in filing vacancies is given to **qualified** Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference.

Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

Direct questions to Tribal Human Resources Department 605-997-3891 or email HR@fsst.org.