



ACKERMAN
Cancer Center

HUMAN RESOURCES GENERALIST

Jacksonville, FL

Ackerman Cancer Center is seeking a Human Resources Generalist to join our team of highly trained radiation oncologists and medical professionals.

About

Our facilities in Jacksonville and Amelia Island specialize in the most advanced radiation oncology therapies available for all types of cancer. The interdisciplinary team at Ackerman Cancer Center is professional, compassionate, and dedicated to the highest level of care for patients and their families.

Our Board-Certified team includes Radiation Oncologists, Medical Physicists, Medical Dosimetrists, Oncology Nurses, Radiation Therapists, Molecular Imaging Technologists, Oncology Social Workers and an Oncology Dietician.

Ackerman Cancer Center opened in 1997 in Jacksonville and expanded to Amelia Island in 1998. In the years since, the practice has experienced tremendous growth while contributing a great deal to North Florida's healthcare landscape. Ackerman Cancer Center is the only private medical practice providing proton therapy in the world. We are looking for an exceptional HR professional to join our dynamic, committed team and help us manage our ongoing growth.

[Please click here](#) to watch a brief video about the individualized care we provide to our patients.

Job Description

Job Summary: The **Human Resources Generalist** is responsible for providing professional level HR services in some or all of the following functional areas: benefits administration, employee relations, training, onboarding, payroll, strategic planning, policy development, and recruitment.

Job Responsibilities:

- Lead the onboarding process for the Company, including new hire paperwork, Company orientation and development of performance standards
- Manage HR and other employment records and perform other administrative functions, including payroll

10881 San Jose Boulevard
Jacksonville, Florida 32223
o 904.880.5522 | f 904.880.5533
ackermancancercenter.com



Jacksonville | Amelia Island

- Administer benefits plans for employees and serve as a liaison to benefits providers including but not limited to, medical, dental, 401(k), disability plans, voluntary plans, life insurance, and leaves of absence and paid time off
- Develop and deliver management and employee training and manage the career development process
- Provide employee relations support to management and employees
- Participate in developing Company and department goals and short-term and long-term strategic planning for recruiting and managing our talented workforce
- Manage the recruitment process for assigned functions and/or employee groups

Requirements

Education

Required:

Bachelor's degree with a Human Resources or business major

Preferred:

Advanced degree in a major that is related to HR or business management

Experience

Required:

- 2-3 years of HR administrative experience
- 1+ years of experience in development and delivery of training
- 1+ years of experience in employee relations counseling

Preferred:

- 3-5 years of HR Generalist experience
- 2-4 years of experience in development and delivery of management and policy training
- 1-2 years of experience in development of department and company goals and implementation plans

Licensure/Certification:

Preferred:

- SHRM &/or HRCI certification or eligibility to sit for exam(s) within 1 year

Knowledge/Skills/Abilities

Required:

- Strong knowledge of HR best practices
- Strong oral and written communication skills
- Good ability to liaise with and counsel management, employees, vendors and government agencies
- Strong self-management and organization skills
- Strong computer and records management skills

Pay/Benefits

Ackerman Cancer Center offers pay commensurate with experience and a comprehensive benefits package, including discretionary bonuses & a 401(k) plan.

To Apply

For consideration, please send resume and cover letter to:

employment@ackermancancer.com

Visit our website: www.AckermanCancerCenter.com