



Kansas Housing Resources Corporation

We help Kansans access the safe, affordable housing they need and the dignity they deserve.

KHRC is committed to providing access, equal opportunity and reasonable accommodation to all individuals in employment, its service, programs and activities.

TO APPLY, SEND COVER LETTER AND RESUME TO:

Deanna Johnson

Director of Human Resources
611 S Kansas Avenue, Suite 300
Topeka, KS 66603

PHONE:
785-217-2009

WEBSITE:
kshousingcorp.org

EMAIL:
djohnson@kshousingcorp.org

Salary for this position is \$55,000 depending upon experience.

Human Resource Generalist

Topeka, KS

KHRC is looking for a Human Resource Generalist for the KERA Program. This position will:

- Conduct payroll on a bi-weekly basis and maintain all records required by state and federal law.
- Advise managers and staff by handling questions, interpreting and administering benefits.
- Stay up to date with developments in human resources by participating in activities that enhance learning by attending meetings and conferences.
- Attend yearly recruiting activities at local state colleges and assist HR Director in recruiting efforts.
- Maintain the highest confidentiality standards when dealing with sensitive/confidential information.

Knowledge, Skills and Experience

Bachelor's degree in Human Resources or related field and two years of job related experience. Must have demonstrated experience in employee relations, organizational development and recruitment. A combination of education and experience may be accepted as determined relevant by KHRC.

What We Offer:

- Paid Time Off
- Discretionary Day
- Paid Holidays
- Paid Maternity/ Paternity Leave
- Medical, Dental, and Vision Insurance
- Retirement Plan
- Tuition Assistance
- Paid Covered Parking

Resumes will be accepted until Friday, April 30, 2021

KHRC has implemented procedures to minimize the risk of exposure to COVID by practicing social distancing, reduced customer capacity, face mask policy and enhanced cleaning procedures. All interviews are fully remote.

785-217-2001 | KSHOUSINGCORP.ORG | 611 S. KANSAS AVENUE, SUITE 300 | TOPEKA, KANSAS 66603