



Jemez Mountains Electric Cooperative, Inc.

Your Touchstone Energy® Cooperative 

JOB POSTING (Internal and External) – Human Resources Generalist and Contract Administrator

Jemez Mountains Electric Cooperative, Inc is accepting letters of interest/resumes for the position of Human Resources Generalist for the Espanola District Office. The Human Resource Generalist will run the daily functions of the Human Resource (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

Duties/Responsibilities:

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Reviews cost proposals and pricing information.
- Prepares and administers contracts and purchase orders with specific vendors.
- Compares bids from vendors and determines, or assists with determination, to whom contracts will be awarded.
- Evaluates vendor proposals to ensure that all requirements are met.
- Confirms that terms and delivery dates are accurate.
- Evaluates competence of vendors and reviews their invoices for accuracy.
- Maintains database regarding vendors performance and quality of product(s).
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- May oversee the scheduling, assignments, and daily workflow of subordinate staff in the department.
- May assist with constructive and timely performance evaluations.
- Performs other duties as assigned.

Required Skills/Abilities:

- Ability to act with integrity, professionalism, and confidentiality.
- Extensive knowledge of contract principles and procedures.
- Excellent administrative and organizational skills with attention to detail.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations management systems.

Education and Experience:

- Bachelor's degree in human resources, Business Administration, or related field required.
- At least two years of human resource management and/or two years' experience as a contract administrator preferred.
- SHRM-CP a plus.

All applicants are required to submit:

- JMEC Application Form
- A Letters of Interest
- Resume with References

Applications will be accepted until the position is filled, and should be sent to:

Human Resources
 P.O. Box 128 Española, New Mexico 87532
 505-753-6958 fax
 hr@jemezcoop.org