



Job Description

Job Title: Human Resources Generalist
Department: Human Resources
Reports To: Human Resources Manager

SUMMARY

Assists with the administration of all Human Resources policies and procedures. Processes and maintains all Human Resource documentation according to established procedures and laws. Interacts with employees, company management, governmental agencies, and vendors to ensure all appropriate employment relations needs are both successfully managed and enhanced.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assists with the employee recruitment process using the standard recruiting and hiring practices and procedures necessary to recruit and hire quality personnel.

Plans and conducts new employee orientation to foster positive attitude toward company goals.

Prepares internal communications regarding compensation, benefits, company policies, and various employee relations notifications.

Maintains records of benefits and insurance coverage, 401k plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations.

Administers employee awards and recognition programs.

Assists with preparation of employee separation notices, Department of Labor reporting requirements, employment verifications, and related documentation.

Conducts periodic audits of all personnel files to ensure appropriate documentation is on file and up to date.

Researches, recommends, and assists with the implementation of training, safety, and employee enrichment related initiatives, programs and improvements to enhance employee career development and foster the company culture.

Assists in the development and maintenance of the company employee handbook.

Keeps records of hired employee characteristics for governmental reporting purposes.

Manages the development and maintenance of the Human Resource record retention system.

Assists with the development of HR policies for the company with regard to employee relations.

Assists with the administration of the performance review process and job description library.

Partners and coordinates with outside agencies for 401k, health, and insurance benefits to ensure eligible employees are enrolled according to law and the summary plan descriptions.

Assists with and maintains all pertinent data records to ensure proper ACA reporting and compliance.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Bachelor's degree (B.A) in a Human Resources discipline from a four-year college or university; or three to four years related Human Resources experience and/or training; or equivalent combination of education and experience.

SKILLS and COMPETENCIES

Excellent verbal and written English language skills.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Experience with working with Human Capital Management and record retention systems.

Ability to write routine reports and correspondence.

Ability to speak effectively before groups of customers or employees of organization.

Proficient with MS Office applications, including Word, Outlook, Excel, and PowerPoint.

Extremely well-organized, self-motivated, proactive, and resourceful.

Quality and customer service driven, with a positive, professional attitude.

Team player who is willing to go above and beyond to help others.

COMMENTS

Occasional limited travel may be required for training and seminars related to job responsibilities.