



Job Summary:

The Human Resource (HR) Generalist is responsible for performing HR-related duties on a professional level, aiding the HR department in supporting the company's multiple locations. The HR Generalist will have both administrative and strategic responsibilities, helping to plan and administer important functions, such as staffing, training and development, and compensation and benefits.

This is a security-sensitive position and requires utmost confidentiality with all employer and employee information.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

- Updates and maintains HRIS system.
- Responsible for bi-weekly payroll administration.
- Assists with benefits administration, open enrollment and benefits education.
- 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.
- Conducts or acquires background checks and employee eligibility verifications.
- Assists with onboarding of newly hired candidates including preparing and shipping packets when needed.
- Ensures new employees are equipped with necessary resources/tools on start day.
- 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.
- Completes employment verification requests.
- 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.
- Creates and maintains employee files while ensuring compliance.
- Assists with employee engagement initiatives and tracking.
- Assists with recruiting and interviewing as needed.
- Assists with company events and activities.

- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- 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.
- Ability to act with integrity, professionalism, and confidentiality.
- 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 organization's HRIS and talent management systems.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- At least two year of human resource generalist experience preferred.
- SHRM-CP a plus.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds on occasion.