



Date: 10/15/13
Revision: 3/12/24
Exempt

JOB DESCRIPTION

POSITION: Human Resources Generalist

SUMMARY: To support Company strategic objectives by delivering conscientious quality service to all levels within the Organization in support of the HR function. Responsible for administration of employee HRIS database maintenance, assist with recruitment activities, new employee orientation, benefits, safety and health and general employee questions.

RESPONSIBILITIES:

- Provide support for employee benefits.
- Coordinate and administer the Company Wellness Program.
- Coordinate recruitment effort.
- Identify legal requirements and government reporting regulations affecting HR function.
- Develop and maintain effective communications to ensure adherence to all corporate guidelines.
- Conduct reference checks as needed.
- Administer performance evaluation program.
- Coordinate and conduct on-boarding/new hire orientation.
- Processes enrollment, changes, etc. for 401(K) plan.
- Complete Company Vets 100, EEO1 and other required compliance reports.
- Ensure compliance with all HR and benefit related reporting/posting deadlines.
- Processes all status changes including terminations and open enrollments.
- Assists in preparing materials and in presenting benefit plan changes to employees.
- Assists in the processing of leave of absence approvals and rejections, FMLA recording.
- Assist in employee Visa processing.
- Coordinate travel for applicants.
- Keep organization charts and compensation spreadsheets up to date.
- Adhere to quality and safety systems and maintenance of quality and safety standards.
- Maintain and update all forms and job descriptions.
- Responsible for maintaining employee efiles.

REQUIREMENTS:

- Computer proficiency (i.e., Windows-based applications, MS Office, Internet, etc.)
- Ability to have a good relationship with diverse personalities, tactful, mature, flexible.
- Knowledge of HRIS systems.
- Ability to establish credibility and be decisive. Ability to achieve multiple objectives.
- Results and people oriented but have sound judgment. Service oriented, but assertive/persuasive.
- Knowledge of local statutory employment laws and regulations, safety, and environmental regulations
- Communication and interpersonal skills with ability to explain HR policies and procedures.
- Ability to keep confidential information.
- Ability to achieve results under tight deadlines.

EDUCATION/EXPERIENCE:

- BA/BS in business preferred. Experience may be substituted in lieu of degree.
- Previous experience with HRIS system preferred.
- Generalist background with knowledge of employment, compensation, employee relations, preferred.
- Minimum 3years hands-on experience in HR

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