

Position: HR Generalist

Reports to: Sr. Director Finance and Administration

FLSA Status: Exempt

Full or Part-time: Full - time

Descriptive Summary

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.

Core Functions

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.

Assists with constructive and timely performance evaluations

Performs other duties as assigned.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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 one year of human resource management experience preferred.

Knowledge of Paycom System a plus.

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Must be able to lift 15 pounds at times.

Must be able to access and navigate each department at the organization's facilities.