

Position Title: Human Resources Generalist

Position Summary:

The Human Resource Generalist is responsible for performing all required Human Resources-related duties on a professional level under the direction of the People Operations Manager, supporting all locations and entities. This position carries out responsibilities in the following functional areas: benefit administration, employee relations, learning and development training content. The HR Generalist must work well in a team setting and must embrace our core values of dedication, hard work, ambition, willingness to accept responsibility, and integrity.

Expectations:

- Must possess continuous process improvement focus and effective project management skills.
- Strong organizational skills with the ability to prioritize projects and adapt to changing deadlines
- Strong attention to detail. Must be a self-starter
- Job requires a willingness to perform administrative tasks as well as take on responsibilities and challenges of new projects.
- Must be able to perform analytical tasks and be highly detail-oriented and meticulous about ensuring information produced is accurate.

Duties and Responsibilities

1. Employee File Management

- a. Maintain the organization's employee files by setting up a HRIS System
- b. Updates employee database(s) as necessary, to include personnel transactions, such as hires, promotions, transfers, and terminations for employees. Cascade this information through the company.
- c. Maintain confidentiality of all personnel information and records in our internal software.
- d. Maintain company organization charts and the employee directory.

2. Payroll, Compensation and Benefit Administration

- a. Coordinates payroll with managers at all locations and submits to payroll company. Administer unemployment issues and claims / terminations. Must become proficient in Paychex Flex as it relates to Human Resources.
- b. Manage comprehensive benefit program including enrollment for new team members and open enrollment
- c. Administers company 401K retirement plan by serving as the key interface with plan administrator(s), provide responses for employee questions/issues regarding the company's retirement plans and arrange for periodic employee training on the company's retirement plans.
- d. Direct the work of external resources, including consultancy firms, staffing search firms, and benefit consultants.

3. Employee Relations

- a. Provide superior customer service to employees and managers in a timely manner; investigate and resolve employee issues in a fair and consistent manner, field questions and resolve issues as they relate to company policies, programs, etc. If unable to answer an inquiry, then escalate issue to proper resource.
- b. Assist HR Administrator in event planning, and employee relations activities that foster our values and culture.
- c. Administers various human resources programs including employee recognition programs (services awards, employee acknowledgement program, employee appreciation days, etc.)

4. Learning and Development

- a. Collaborate with the Subject Matter Expert to develop training programs, learning videos for our ERP system and learning paths.
- b. Administer the learning management system: Litmos. Become a subject matter expert in the Learning Management System (LMS)
- c. Plan and coordinate internal training events as required.

Work Environment: Office

Position Type/Expected Hours of Work:

Full time/Salaried

Travel: Minimal; less than 5%

Preferred Education & Experience:

- Associates Degree in Human Resources.
- 3-5 Years' experience in Human Resources Related field

Work Authorization/Security Clearance:

Legally authorized to work in the United States

EEO Statement:

The company has been and will continue to be an equal opportunity employer. To assure full implementation of this equal employment policy, we will take steps to make sure that: Persons are recruited, hired, assigned and promoted without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, veteran status, uniform service member status, age, disability or any other legally recognized protected personal characteristics. Similarly, all other personnel actions, such as compensation, benefits, transfers, layoffs and recall from layoffs, access to training, education, tuition assistance and social recreation programs are administered without regard to race, religion, color, veteran status, uniform service member status, national origin, citizenship, sex, sexual orientation, gender identity, age, disability or any other legally recognized protected personal characteristics.