



Human Resource Generalist

General Responsibilities

- Assist with the day-to-day coordination of Human Resources processes, programs and initiatives including but not limited to, recruiting support where applicable, scheduling of new hire orientation and continued training, benefit administration, entering of employee data and employment changes into the company's HRIS system, maintaining employee's records in the Company's Records Management System
- Maintain records and files in accordance with state and federal laws
- Process Human Resources paperwork in a timely manner
- Conduct new employee orientation and assist with the onboarding process
- Collect payroll records, review payroll, summarize hours for corporate payroll processing, and verify bi-weekly paychecks
- Respond to and route employee questions and concerns
- Work with the appropriate routing of employee relation issues
- Educate employees regarding company benefits
- Establishes and maintains department records and reports. Participates in administrative staff meetings and attends other meetings, such as seminars. Maintains organizational charts and employee directory.

Hiring & Recruitment

Hiring & Recruitment main goal is attracting, motivating, and retaining the most qualified talent.

- Conducts recruitment effort; writes and places advertisements; works with supervisors to screen and interview candidates; conducts reference checking; extends job offers; conducts new-employee orientations; monitors career-path program and employee relations counseling; conducts exit interviews.
- Setting up Interviews and Conducting Post-Interview Assessments
- Determining Details of the Position and Extending written Job Offers after receiving approval.
- Planning & developing the New Employee Process
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital

Labor Relations

Labor relations serves as the liaison between employees and the employer as their expertise may help the company avoid litigations or strikes, both of which can be very costly to a company's bottom line.

- Assist in or conduct Employee grievances when appropriate
- Bridge management and employee relations by addressing demands, grievances or other issues
- May participate in Wage and salary issues when directed.
- Implements and annually updates the compensation program; rewrites job descriptions as necessary; conducts annual salary surveys and develops merit pool (salary budget); analyzes compensation
- Benefits Administration



Human Resource Generalist

(continued)

- Healthcare benefits
- Retirement benefits
- Employee welfare
- Other Benefits
- Policy and procedure Development & Maintenance
- Consulting with management and supervisors to stay current on organization policies, procedures, business initiatives, technologies, and regulations
- Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures

Training and Development

Training & Development is focused on the planning, scheduling, and administration involved with training professionals within the company. Training and development include the initial training of new employees on the ongoing employee training for existing employees. Therefore, their work often extends to facilitating the introduction of new technology or policies to a company's employees.

- Formulating curricula and instructional delivery methods to accommodate hiring and training requirements
- Overseeing the creation and development of instructional training methods, such as individual training and group training
- Selecting teaching aids that assist in training, such as handbooks, demonstration models, multimedia visual aids, webinars, and computer tutorials, among others
- Testing trainees to measure progress and effectiveness of training programs
- Reporting on employee training progress to department management and supervisors
- Maintaining accurate training records
- Receiving feedback from employees regarding the effectiveness of training methods
- Ensure performance Management is occurring on a timely basis with key management positions.
- Developing, analyzing and updating the company's evaluation program
- Assess training needs to apply and monitor training programs

Regulatory Compliance

- Ensure legal compliance throughout human resource management
- Maintaining affirmative action programs
- Ensures compliance with all federal, state and local employment laws.
- Maintain medical files and I-9 files which are separate from the employees personnel file.

Job Type:

Full-time Exempt

Department:

Auditor

Experience:

Human Resources: Demonstrated Experience of 3 - 5 years in HR or Personnel (Preferred)

Education: BS in Human Resources, Business or Equivalent (Preferred)