

HUMAN RESOURCES GENERALIST

The Human Resources Generalist is responsible for HR services including talent acquisition, employment processing, employee orientation, records management, Human Resource Information Systems (HRIS) administration, and the completion of personnel transactions including exit interviews. The individual must possess strong communication skills to answer staff questions and provide solutions.

Responsibilities

The scope of the HR Generalist role includes the following procedures and tasks:

- Administer various human resources plans and procedures for all organization personnel; assist in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual.
- Perform benefits administration, including claims resolution, change reporting, resolving invoice discrepancies and communicating benefits information to employees.
- Maintains human resources information system records and compiles reports from the database.
- Maintains compliance with federal, state and local employment laws and regulations.
- Conducts recruitment effort for all exempt and nonexempt workers; writes and places advertisements; works with supervisors to screen and interview candidates; extends job offers; run background check; conducts new-employee orientations; monitors career-path program and employee relations counseling; conducts exit interviews.
- Collecting and processing new hire paperwork including ensuring compliance with I-9 Employment Eligibility Verification.
- Establishes and maintains department records and reports. Participates in administrative staff meetings and attends other meetings, such as seminars.
- Ensure that all employee relations issues, including questions or concerns, are handled in a timely fashion.
- Analyze data and make recommendations to the management team for corrective action and continuous improvement.
- Facilitate and provide training to management and employees.
- Maintains and coordinates employee recognition programs.



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- Monitors tardy and absenteeism, ensure proper documentation is issued, report vacation, sick time, and holiday use in HRIS system.
- Manage administrative tasks, including on-going maintenance of personnel records and employment verifications.
- Manage and administer all payroll activities including ensuring timely processing of payroll and all financial obligations related to the payroll process. Develop yearly payroll schedules and maintain updated payroll documentation including processes. Manage requests from employees, agencies, worker's compensation, benefits vendors, etc.

Requirements

The Human Resources Generalist role requires the following:

- Bachelor's Degree in Human Resources or Business Administration, or equivalent work experience, *preferred*
- 3 years' Human Resources experience with an emphasis on full-cycle recruitment, *preferred*
- Strong understanding of Human Resources practices
- Excellent presentation, communication, and interpersonal skills
- Excellent problem solving skills
- Ability to multi-task and exercise effective judgment
- Sensitivity and creativity to changing needs and situations
- Ability to establish and maintain healthy working relationships with staff
- Excellent computer skills, including HRIS

Physical

To perform the essential functions of this job, an employee must meet the physical demands in this job description. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, talk, and hear. The employee is frequently required to stand, walk, sit, use hands to finger, handle, feel, and reach. The employee must have the ability to lift up to 40 pounds. Specific vision abilities required by this job include the ability to adjust focus.

Hours

This role is a full-time position. Additionally, the role will require occasional travel and extended work hours including weekends and holidays.

Work Environment

The Human Resources Generalist typically works in an office environment, working closely and communicating with others. The Human Resources Generalist will be given internet access at home with the ability to use a Virtual Private Network (VPN) to access the corporate network.

Additionally, the role can require the individual to go on-site periodically. The Human Resources Generalist must possess company-issued Personal Protection Equipment (PPE) and applicable licenses, as well as follow on-site safety guidelines.

Selection Guidelines

This position requires a formal application, rating of education and experience, oral interview, and reference check. Additionally, it may require job related tests. The duties listed in this job description are only examples of the various types of work that the HR Generalist might be required to perform. The omission of a statement of duties does not exclude it from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and job change.

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