

## **Job Description**

We're seeking a qualified and resourceful HR generalist to ensure smooth and efficient business operations. The HR generalist will have both administrative and strategic responsibilities, helping us to plan and administer important functions, such as staffing, training and development, and compensation and benefits.

## **Objectives**

- Assist in developing and executing personnel procedures and policies, providing guidance and interpretation for business operations
- Participate in development of HR objectives and systems, including metrics, queries, and standard reports for ongoing company requirements
- Assist in administering benefits, compensation, and employee performance programs
- Suggest new procedures and policies to continually improve efficiency of the HR department and organization.
- Ensure legal compliance of HR state and federal regulations and applicable employment laws, and update policies and/or procedures as required

## **Daily and Monthly Responsibilities**

- Prepare paperwork, schedule, and facilitate smooth new hire onboarding process
- Handle all administrative tasks for onboarding, new hire orientation, and exit interviews, including entering data into HR information systems and auditing for accuracy and compliance
- Provide an effective and dedicated HR advisory service to employees in relation to absence and health issues, conduct and capability, grievance matters, organizational change, and all other employee-relations matters
- Assist for payroll processing, including semi-monthly updates to employee files, bonus/incentive pay, tracking vacation/sick pay, importing expense reimbursements, inputting exceptions, hourly employee validations, and benefit changes
- Assist in the communication, interpretation, and upkeep of employee handbook, employee directory, and organizational chart, and contributes to the development of policies

## **Skills and Qualifications**

- Bachelor's degree in HR, business, or a related field

- Additional HR training or experience is a plus
- Excellent communication skills, interpersonal skills, ethics, and cultural awareness
- Resourceful, problem-solving aptitude and thorough knowledge of HR procedures and policies
- Advanced knowledge of MS Office, HRIS systems, and comfortable learning new technical systems as needed

### **Preferred Qualifications**

- Proven experience working in an HR department
- Natural interpersonal and communication skills
- Strong detail-oriented and resourceful mindset
- Knowledge of HR federal laws and regulations