



Human Resources Generalist

Job Summary:

The Human Resource Generalist will run the daily functions pertaining to Human Resources (HR) including onboarding, interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

Duties/Responsibilities:

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include some safety training, anti-harassment training, professional licensure, and aptitude exams and certifications
- Processes payroll by established deadlines while managing and maintaining comprehensive payroll records
- Assist in recruiting, 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 assists in the development and implementation of employee recognition programs
- Manage all aspects of worker's compensation insurance program
- Assists in the development of training materials to administer and execute human resource programs including but not limited to compensation, benefits, and vacation time, leave; disciplinary matters; disputes and investigations; performance; 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.
- Ensures job descriptions are up to date and compliant with all local, state and federal regulations
- Attends and participates in employee disciplinary meetings, terminations, and investigations
- Facilitates educational workshops pertaining to employee benefits (ie. 401K and insurance)
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance
- Performs other duties as assigned

Required Skills/Abilities:

- Excellent organizational skills and attention to detail with experience in conflict resolution
- Excellent time management skills with a proven ability to meet deadlines
- Knowledge of payroll administration
- Knowledge of benefits programs including health insurance, workers' compensation insurance, 401(k) plans, and unemployment laws and regulations
- Proficient with Quickbooks and Microsoft Office Suite or related software
- Proficiency with or the ability to quickly learn and develop the organization's HRIS and talent management systems
- Ability to write clear, concise emails, facilitate meetings and give presentations as it relates to Human Resources

Education and Experience:

- Associate's degree in Human Resources, Business Administration, or related field required
- At least one year of human resource management experience preferred
- SHRM-CP a plus

Email resumé to jkimball@seniormeals.org