



JOB DESCRIPTION

POSITION:	Human Resources Generalist
CLASSIFICATION:	Exempt
REPORTS TO:	Human Resources Manager
DEPARTMENT:	Human Resources
UPDATED:	1/23/2025

SUMMARY:

Performs functions, such as finding, hiring, training, and supporting new employees. As a result, HR departments are responsible for such important tasks as reviewing resumes, keeping track of employee information, and ensuring a company complies with labor laws and employment standards.

SKILLS AND WORK EXPERIENCE:

- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent organizational skills and attention to detail
- Ability to convey ability to follow instructions accurately and effectively.
- Ability to ask questions when unsure and to get HR teams input on big issues/situations
- Ability to be a strong team player
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical, problem-solving, and project management skills
- Ability to prioritize tasks and to delegate them when appropriate
- Ability to act with integrity, professionalism, and confidentiality
- Thorough knowledge of employment-related laws and regulations
- Proficient with Microsoft Office Suite, Excel, Powerpoint, Word, or related software
- Experience with or the ability to quickly and effectively learn WTC's, UEC's, & INP's HR and Payroll systems (i.e., ADP)
- At least (1) year of previous HR related experience

EDUCATION AND REQUIREMENTS:

- Bachelor's degree in HR, Business Administration, or related field encouraged.
- SHRM certification a plus

RESPONSIBILITIES:

- Partner with the HR team by providing an outstanding level of customer service, ensuring prompt and courteous assistance to team members, promoting and encouraging a positive work environment

- Partner with HR team to execute recruitment strategy through networking, social media, cold calling, local college/university relationship building and other creative methods for attracting candidates
- Responsible for full-cycle recruiting for non-exempt and exempt positions: Create postings in applicant tracking system; link to external sources. Recruit candidates for open positions through internal job posting process and external recruitment. Review candidate resumes, conduct phone interviews, partner with hiring managers / teams by making recommendations for further consideration of candidates in the hiring process
- Administer candidate screening procedures (assessments, background checks, drug tests, etc.)
- Conduct new team member orientation & coordinate with hiring manager for new team member onboarding
- Assist with administering Human Resource policies, procedures and regulatory reporting requirements
- Process and track bi-weekly payroll, maintain payroll changes, prepare and submit related reports as needed
- Assists with pay for performance management administration. Adds new team members, tracks effective dates, and ensures performance reviews are completed timely
- Assists in providing conflict resolution and guidance with performance management and team member relations issues, liaison with management and HR Manager, as needed, ensuring fairness and consistency
- Assists in the administration of annual compensation planning, including market surveys and salary range adjustments
- Administers leaves of absence requests. Ensures proper documentation is submitted and carriers are notified timely
- Assists with maintaining team member personnel files, including regular filing/scanning of documents
- Performs other functions, as assigned, including assisting with special projects, ad-hoc requests and reports as needed

This job description is a summary of essential and generally expected tasks and responsibilities. Additional tasks, duties, and responsibilities may be required and the same may change at any time with or without notice.