

Human Resource Generalist

SUMMARY:

The candidate will be responsible for all human resource activities for the company. Provide advice, assistance and follow-up on company policies, procedures, and documentation. Coordinate the resolution of specific policy-related and procedural problems and inquiries.

PRIMARY RESPONSIBILITIES:

- Responsible for all human resource activities to include employment, compensation, labor relations, benefits, and training and development.
- Interview job applicants; review application/resume; evaluate applicant skills and make recommendations regarding applicant's qualifications.
- Develop and maintain relationship with employment agencies, universities and other recruitment sources.
- Prepare and maintain company salary structure, job documentation, and job evaluation systems. Complete salary survey questionnaires.
- Prepare, process and distribute payroll.
- Design and conduct new employee orientations.
- Administer and explain benefits to employees, serve as liaison between employees and insurance carriers.
- Recommend, develop and schedule training and development courses.
- Provide advice, assistance and follow-up on company policies, procedures, and documentation.
- Coordinate the resolution of specific policy-related and procedural problems and inquiries.
- Recommend, develop and maintain human resource data bases, computer software systems, and manual filing systems.
- Develop and recommend operating policy and procedural improvements.
- Other duties as assigned.

ADDITIONAL RESPONSIBILITIES:

- Perform specific research/investigation into operational issues, as requested.
- Provide on-the-job training to new employees.

EXPERIENCE/EDUCATION:

- Masters degree in Human Resources or 5-7 years supervisory experience in Human Resources, performing essential functions in classification and, compensation, employee relations, recruitment and selection, equal opportunity, benefits administration, workers compensation and, HR Information Systems.

- Visibility requires maintaining a professional appearance and providing a positive company image to the public.