

## HR Generalist

### About this job

#### Summary

Administers policies relating to all phases of human resources activity by performing the following duties.

#### Job description

Responsibilities include:

- Recruits, interviews, and selects employees to fill vacant positions.
- Plans and conducts new employee orientation to foster positive attitude toward company goals.
- Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics.
- Advises management in appropriate resolution of employee relations issues.
- Responds to inquiries regarding policies, procedures, and programs.
- Administer performance review program to ensure effectiveness, compliance, and equity within organization. Administer salary administration program to ensure compliance and equity within organization
- Administers benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, and leave of absence.
- Conducts wage surveys within labor market to determine competitive wage rate.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
- Process Payroll and resolve any issues with payroll and/or time system.
- Suggestions for employee satisfaction, employee events coordination

#### Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- Personal Appearance - Dresses appropriately for position; keeps self well groomed.
- Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

## **Desired Skills and Experience**

Knowledge and Skills (Education):

- Associate's degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Minimum 2 year experience.
- Logical thinker with strong problem solving skills, focused on providing solutions
- Excellent written and verbal communication skills
- Multi-tasking, strong organizational and time management skills
- Basic proficiency with Microsoft Word, Excel and Power Point is required.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.



## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.