



## Job Description

**Job Title:** Human Resources Generalist

**Department:** Administration

**Supervisor:** President/CEO

**FLSA Status:** Exempt

### Summary

The Human Resources Generalist will perform administrative, recruitment tasks and services to support effective and efficient operations of the organization's human resource department.

### Essential Duties and Responsibilities

- Key advocate & leader in company culture improvements
- Key advocate & leader for employee training through contracted PEO offerings
- Maintains accurate and up-to-date human resource files, records, and documentation.
- Recruits, researches, interviews, screens, and refers job candidates for shop employees
- Develops and maintains network of contacts to help identify and source qualified candidates
- Performs reference and background checks on applicants.
- Coordinates communications with applicants.
- Files and maintains employment records for future references.
- Onboarding of New Hires
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Review and compile weekly/hourly payroll submissions to payroll providers
- Submit and approve weekly/hourly payroll data to payroll providers
- Submit outside contractor payments to payroll providers
- Maintain payroll submission records
- May assist with payroll functions including processing, answering employee questions, fixing processing errors and distributing checks.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.

- Conducts or assists with new hire orientation.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Performs other duties as assigned.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Competencies**

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience:**

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.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite.

**Other Skills**

- Coaching skills - helpful when it comes to one-on-one or group sessions to spread information or train people. This happens in training and development situations, but also in onboarding, re-integration, conflict resolution, and in assisting frontline managers with people issues.
- Analytically driven and oriented - leverage the power of data analytics to make better decisions
- Teamwork - Working together internally by actively aligning HR activities benefits both the organization and HR.

**Certificates, Licenses, Registrations**

**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 use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.

**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.

While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

**The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.**

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**ACKNOWLEDGED: Employee Signature**

\_\_\_\_\_  
**Date**

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**PRINT: Employee Name**

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**ACKNOWLEDGED: Supervisor/Manager Signature**

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**Date**

