

Human Resource Generalist

Job Title: Human Resource Generalist Company Job Code:

FLSA Status: Division/Department:

EEO Code: Reports to: Human Resource Manager

Salary Grade/Band: Last Revision Date:

SUMMARY

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

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

ADDITIONAL RESPONSIBILITIES

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

KNOWLEDGE AND SKILL REQUIREMENTS

1. Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.
2. Knowledge of multiple human resource disciplines. Knowledge of federal and state employment and benefit laws. Strong interpersonal and communication skills. Ability to analyze data and provide recommendations. This is normally acquired through a combination of the completion of a Bachelor's Degree and three to five years of human resource experience.
3. Visibility requires maintaining a professional appearance and providing a positive company image to the public.

WORKING CONDITIONS

Working conditions are normal for an office environment.

SOURCE: hrVillage.com