



Job Description – Human Resources Generalist

Department:	Human Resources	FLSA Status:	Exempt
Reports to:	Director, Human Resources	Employment Type:	Regular, Full-Time

Job Summary

Associates degree in Human Resources, or other business related field, with two years of direct Human Resources experience This position is directly responsible for the coordination and performance of day-to-day activities of the Human Resources function including, but not limited to, employee relations, recruiting, new hire orientation, benefits administration, coaching, counseling, and any other issues relevant to the success of the organization.

Job Responsibilities

- Monitors benefits administration to ensure compliance with federal and state regulations.
- Prepare and analyze human resources related reports.
- Act as the voice of Human Resources to support, foster, and develop employees.
- Process new hire and termination in the HRIS system.
- Partner with managers to support employee performance and development.
- Execute on aspects of the recruiting process including screening, and scheduling of applicants.
- Administration of Human Resources policies and procedures and the Employee Handbook.
- Assist with the ongoing management of vendors.

Job Skills and Qualifications

- Strong understanding of labor laws, benefit administration and recruitment process.
- Strong ability to multi-task.
- Solid capacity to influence and negotiate with all levels of employees.
- Exercise effective judgement, sensitivity and creativity in all situations.
- Establish and maintain strong working relationships in course of work.
- Maintain confidentiality.



Required Education and Experience

- Associate degree in Human Resources, or other business related field, with two years of direct Human Resources experience. Bachelor's degree preferred.
- Certification as PHR or SHRM-CP preferred.

Other

- Must be bilingual in English and Spanish.

Employee Signature _____

Date _____