



JOB TITLE: HR Generalist
Department: Human Resources
Reports To: Senior Manager – Human Resources

POSITION SUMMARY: The HR Generalist position is responsible for general HR administration.

DUTIES:

- Assists in Recruiting efforts.
- Processes paperwork for new hires.
- Assists with orientation for new hires.
- Distributes disciplinary letters for union employees.
- Manage & order security badges.
- Assist in processing FMLA.
- Other duties as assigned by the HR Manager.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have the ability to work with efficiency and composure under stressful conditions and protect the confidentiality of all Human Resources information. Must have excellent oral and written communication skills.

- Knowledge of HRIS systems and basic computer skills.
- Knowledge of State and Federal Regulations.
- Continued updating of HR knowledge through seminars and training

EDUCATION/EXPERIENCE:

Bachelor's degree (B.A.) from four-year college or university; or three to five years related experience and/or training; or equivalent combination of education and experience.

SUPERVISORY RESPONSIBILITIES:

This position has no direct reports.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

This position requires constant finger movement. Frequent walking and sitting with occasional standing and climbing stairs. Constant oral/hearing communication.

Salary: \$47,000 - \$52,000/yr