

POSITION TITLE: HR GENERALIST

SCOPE OF RESPONSIBILITY:

Human Resources:

- Coordinate the recruitment, hiring & onboarding of new employees:
 - Liaison between department managers and outside recruiters; promote employment opportunities to hire top quality candidates.
 - Manage the new employee orientation & onboarding process.
- Maintain current and terminated employee records:
 - Participate in the development and maintenance of policies, procedures, job descriptions, and training initiatives.
 - Coordinate with department managers to monitor & report progress on training & development initiatives.
 - Correctly and accurately complete all workers compensation paperwork pertaining to employee injuries.
 - Manage OSHA logs and paperwork; complete paperwork at appropriate time of year and ensure that the correct logs are displayed.
 - Investigate and resolve personnel issues such as disciplinary actions, work related injuries, family medical leave, or other personal and confidential matters.
 - Complete exit process for terminated employees.
- Assist in managing the employee benefits program - (medical, dental, vision, life/AD&D and cafeteria plan):
 - Plan design & feature offering decisions.
 - Enrollments, terminations & election changes.
 - Monthly billing reconciliations.

Payroll & Administration:

- Ensures timely and accurate processing of a bi-weekly, multi-state payroll and all related activities.
- Review and process voluntary deductions, garnishments, support orders and 401K loans.
- Manage paid time off and other leave time accrual balances.
- Manage payroll system changes and updates.
- Process benefit enrollments, changes and terminations, and reconcile monthly benefit invoices.
- Prepare reports for managers and outside auditors.
- Update Human Resources knowledge base by attending training and professional events, as appropriate.
- Lead company sponsored events to support a positive culture and environment.



ACCOUNTING DEPARTMENT

Orig. Date: 1/1/2015
Revision Date: 8/1/2018

JOB DESCRIPTION

REQUIRED QUALIFICATIONS:

- 2-4 years of education/ experience in HR, Payroll & Administration required. Associate's degree and/or professional certification will be applied towards meeting this requirement.
- Must possess high integrity with ability to handle sensitive issues and maintain confidentiality.
- Analytical, natural problem solving skills and the ability to think and work in a collaborative environment.
- High level of attention to detail and accuracy; ability to prioritize multiple tasks and meet all deadlines.
- Highly ambitious and have the desire to help others with an outgoing, friendly, and upbeat manner.
- Excellent oral and written communication skills
- Advanced Microsoft Office skills (Excel, Word and Access)

PREFERRED QUALIFICATIONS:

- Bachelor's degree in related area of study.
- Experience in a manufacturing environment.

For more information on our company values, culture, policies & products please visit our website at: www.aerogo.com