



Position: Human Resources Generalist
Reports to: Human Resources Manager
Category: Full-Time, Non-Exempt

Job Summary:

The Human Resources Generalist will run the daily functions of the Human Resources (HR) department including assisting with hiring and interviewing staff, benefits and leave administration, and enforcing company policies and practices.

Duties/Responsibilities:

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Assists with recruiting, scheduling interviews, and facilitates the hiring of qualified job applicants for open positions.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- May receive employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn Workday which is our HRIS and ADP which is our payroll vendor.
- Must be fluent in both English and Spanish – written and spoken.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field a plus.
- At least two years of human resources experience preferred.