



Title: Human Resources Generalist

General responsibilities:

The HR Generalist is responsible for collaborating with management and employees in the areas of recruiting and on-boarding; employee relations; benefit administration; terminations; compensation administration and employment records. This position provides backup for payroll and support to the HR Director with various human resources plans, procedures and audits; assists in development and implementation of personnel policies and procedures. The successful candidate will promote and support a positive employee experience and an environment of open communication and trust.

Specific Duties:

- Develop and execute recruiting process to creatively source, identify, screen and interview candidates to present to internal management for open job requisitions
- Exercise discretion and intuition in responding to employee issues in all areas of employee relations, including disciplinary actions and performance improvement plans; provide guidance and resolution to employees and management
- Administer health and welfare plans, assures compliance with COBRA guidelines and HIPAA Privacy Rule and conducts open enrollment each year
- Research and evaluate benefit plans and providers
- Properly terminate employees adhering to all areas of compliance
- Communicate various human resources policies and procedures; may assist in the revision and/or creation of policies and procedures
- Workers compensation case management, accident/injury reporting and follow-up, complete the annual mandatory OSHA reports and maintain records in accordance with regulatory guidelines
- Plan and conduct new employee orientations to foster positive attitude toward company mission, values and goals
- Assist with researching compensation, job grades and ranges, and job descriptions
- Responsible for FMLA and Disability benefit process
- Administer Worksite Wellness programs. Plan and manage wellness activities. Regularly generate communication and counseling employees on issues related to health and welfare plans
- Manage internal HR SharePoint site
- Coordinate employee changes and requisitions to fill jobs with weekly reporting requirements
- Process changes and terminations through insurance providers to ensure accurate record keeping and proper deductions. Act as a resource for payroll and contacts to ensure their understanding and compliance with benefit and HR policies and regulations
- Perform other related duties and various special projects as required and assigned

Job Qualifications:

- Bachelor's degree in Business, Human Resources or equivalent required
- Certified (PHR) Professional in Human Resource preferred
- Minimum 5 years Human Resource experience
- Minimum 3 to 5 years of solid recruiting skills
- Considerable knowledge of principles and practices of Human Resource administration
- Commitment to confidentiality and attention to detail
- Prior experience with HRIS databases preferred
- Proficient with ADP reporting, developing and monitoring HR metrics
- Experience with effective use of Social Media tools
- Current knowledge of applicable governmental regulations
- Proficiency in MS Office applications essential (Excel, PowerPoint and Word skills)
- Excellent communication skills required (both verbal and written)

- Independent judgment and demonstrated ability to work with minimum supervision
- Demonstrated ability to prioritize and manage multiple projects
- Travel requirement: 5% required

Core Competencies to be Successful

- Technical/Professional knowledge and skills
- Communication/Influence/Negotiation skills
- Business Acumen
- Integrity and trust
- Action Orientation; Follow Through
- Emotional capacity
- Customer/Quality focus

ADA Physical/Mental/Workplace Requirements

- Occasional lifting up to 25 lbs.
- Sitting, working at desk/personal computer for extended periods of time
- Primary work environment is professional corporate office

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