



JOB DESCRIPTION

Human Resources Generalist

Purpose: A Human Resources Generalist supports the implementation of employee policies, procedures, and initiatives in accordance with the InSource handbook, company policies, and applicable law.

Essential Functions:

- Report to work on time and in accordance with all applicable attendance policies
- Maintain good relationships; be approachable
- Use advanced computer skills and various software systems to complete daily tasks
- Maintain professional and organized work environment
- Organize, file, enter, and maintain confidential records
- Handle employee requests for information & clarification
- Use local connections, advertisements, and postings to recruit new or existing employees for open positions
- Conduct the hiring process with screenings, interviews, and pre-employment tests
- Prepare employees for new positions in the company by sharing requirements and expectations
- Communicate and administer company benefits according to policies
- Share updates and information with employees through publications and messages
- Create and maintain job descriptions and development plans for employees
- Maintain compliance and reporting with employment-related regulations (e.g. FMLA, Workers' Comp)
- Keep Direct Supervisor informed
- Accept constructive feedback and adjust practices
- Abide by Employee Handbook and policies which may be implemented from time to time and immediately report any violations of the same by others

Reasonable accommodations may be provided to qualified individuals with disabilities in accordance with applicable federal and state law.

Required Traits:

- Integrity
- Treat Employees with Respect
- Attention to Detail

Competencies:

- Learn and Grow
- Communicate
- Manage Complexity
- Emotional Intelligence
- Analysis and Critical Thinking
- Recruit and Select New Employees
- Administer Benefits
- Understand Employment Law
- Employee Development Planning

Reports to: Director of Human Resources

Position Type: Exempt

Work Environment: This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands: EE is continuously required to exercise close vision and ability to adjust focus. EE is frequently required to talk or hear; exercise color vision and depth perception; use fingers and hands to grasp; stand, sit, and walk; lift and/or move up to 10 pounds. EE is occasionally required to stoop, kneel, or crouch.

Required Education and Experience: Bachelor's Degree in Human Resources or 5 years of experience in Human Resources or related field.

Other Duties: This job description is not designed to cover or contain a comprehensive listing of duties, responsibilities, or activities required. Duties, responsibilities and activities may change or be assigned within discretion of management.

Effective: March 5, 2019

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