**HR Generalist**

**POSITION SUMMARY:**

This position will ensure that the company’s most important asset—its human capital—is being nurtured and supported through the creation and management of programs, policies, and procedures, and by fostering a positive work environment through effective employee-employer relations.

**DUTIES AND RESPONSIBILITIES:**

**Position Responsibilities:**

* Provide personnel and policy guidance to employees and managers
* Assist with open enrollments, changes, and training for employee benefits
* Ownership of payroll processing, including weekly and semi-monthly updates to employee files, vacation/sick pay, expense reimbursements, hourly-employee validations, and benefits changes
* Create and distribute internal communications, including management of the digital communication board
* Assist in developing and administering new hire orientation and onboarding to deliver an exceptional first-day experience
* Support a high-performance culture that increases employee engagement
* Collaborate with the human resources team to develop effective recruitment strategies
* Administer job posting process to ensure timely posting of positions
* Maintain employee personnel records
* Conduct exit interviews and recommend corrective action if necessary
* Participate as a member of the safety committee
* Organization of employee events
* Assist in developing and maintaining well-being programs
* All other administrative duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Education:

* Bachelor’s degree in human resources, business management, or a related field
* Demonstrated knowledge of the human resources field
* Understanding of personnel and compliance record management
* Strong analytical and problem-solving skills
* Excellent written, verbal, and interpersonal communication abilities
* Proficiency with or the ability to quickly learn HRIS and talent management systems
* Experience processing payroll and knowledge of Ceridian software are a plus
* Proficiency with Microsoft Office (Excel, Outlook, Word)
* Ability to manage priorities
* Understanding of the power of data analytics for decision making

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