

HUMAN RESOURCES GENERALIST

POSITION SUMMARY:

As a member of the Human Resources department, the HR Generalist is expected to provide general HR services and support to employees and managers on-site and remotely. This is a great opportunity for an HR Coordinator/Assistant with at least three years of experience looking for the next step in their career.

The HR Generalist position is responsible for maintaining accurate employee, benefit, and payroll data, coordinating and processing bi-weekly payroll for 275+ employees in three companies, processing benefits enrollments and changes with vendors, and assisting employees with payroll and benefits questions.

The position is also involved in a variety of aspects of the Human Resource function including talent acquisition, talent development, employee engagement initiatives and wellness programs. The HR Generalist will provide information and guidance to employees regarding company policy and procedures and assists with other duties as assigned by the Human Resources Manager and/or Vice President of Human Resources.

This position requires the ability to balance administrative HR work with projects/ initiatives efficiently. A high level of professionalism is required to meet the legal and professional obligations of maintaining strict confidentiality. The HR Generalist will refer complex issues or potential legal problems to the Human Resources Manager and/or Vice President of Human Resources

JOB RESPONSIBILITIES:

HRIS and Payroll

- Process three (3) bi-weekly payrolls for Quincy Mutual and subsidiaries
- Provide assistance to employees on personal information changes
- Maintain the data integrity of the HRIS/ Payroll system
- Partner with HR colleagues, vendors and other stake holders to assist in implementing system enhancements
- Ensure accuracy of daily attendance reporting
- Ensure accurate data and reporting for security and emergency contact systems

Benefits

- Ensure timely administration of benefits including enrollment, termination, and billing
- Provide back-up for COBRA compliance.
- Provide back-up for FMLA leave documents to employees

- Monitor Workers Compensation billing and annual audits
- Provide recommendations for and support Wellness program activities

Talent Acquisition

- Provide support to HR Business Partner on recruiting activities including, posting positions, applicant tracking, scheduling interviews, screening resumes, and providing candidate follow-up
- Facilitate background check process

Talent Development

- Oversight of day-to-day operations of employee education programs including, answering employee questions, processing requests, scheduling classes and reporting

Employee Engagement

- Conduct new employee orientation and on-boarding activities
- Assist HR leadership on planning and executing employee engagement activities / programs
- Draft content for Company communications

Other

- Identify opportunities for process improvements and make recommendations for increased efficiency.
- Assist VPHR and HR Manager with various projects when requested.
- Ensure compliance with Federal and State laws
- This job description is not all-inclusive and may include additional duties if needed

EDUCATION:

Bachelor degree in Human Resources, Business or related field or equivalent

EXPERIENCE:

- Minimum 3 years of consistent Human Resources experience.
- Proficiency in working with an HR Information / Payroll System a must
- Experience with reporting tools a plus
- Experience with developing and implementing process improvements

- Familiarity with commonly-used concepts, practices, and policies, and federal and state regulations within the HR fields

SKILLS:

- Ability to maintain strict confidentiality
- Strong organization and time management skills
- Professionalism and mature sense of accountability
- Excellent written and verbal communication skills
- Ability to process and present analytical information
- Detail-oriented and deadline-driven
- The ability to make recommendations to resolve problems and issues