

### **Job Description**

**Position:** Human Resources Generalist

**Reports To:** Human Resources Manager

**Date Created:** June 18, 2015

#### **Job Details:**

Under the guidance and direction of the HR Manager, the HR Generalist is responsible for enhancing department functions by planning, implementing and developing training, onboarding, and employee orientation programs, the administration of employee benefits, payroll administration, annual benefits audit preparation, maintaining employee handbook and HR procedures manual, and answer employee questions regarding pay, benefits, policies and procedures.

#### **Primary Responsibilities:**

- Review and update HR and employee related forms to ensure forms are current and compliant, and all company related entities are using current and consistent forms.
- Assist with developing and implementing training and onboarding programs.
- Assist with updating and maintaining Company Policy Handbook.
- Respond to employee inquiries regarding payroll and benefits, including health and dental, 401k, PTO, FMLA, and general employee personnel issues.
- Assist Managers with recruitment and interview process, including phone screens, posting job ads, scheduling applicants, sending application information, and gathering feedback as necessary.
- Schedule and conduct new employee orientation activities including meeting arrangements, compilation of new hire paperwork, and overview of timekeeping and payroll systems.
- Input new employee information into payroll and timekeeping systems to create employee record.
- Verify I-9 documentation and maintain file.
- Assist with creating personnel files using electronic file system.
- Process 401k contributions on a weekly basis.
- Prepare and distribute monthly/quarterly invoices to multiple entities for benefit related fees including; 401k recordkeeping, payroll administration, and HR services fees.
- Conduct benefits enrollment for eligible employees; assists with benefit administration including health, dental, voluntary life, vision, Section 125 flexible benefits, long-term disability and 401k retirement plan.
- Assist HR Manager with annual performance review process.
- Compile data from multiple entities in preparation for annual benefit audits.
- Assist with compiling data for annual salary survey report.
- Payroll Processing;

- Compile payroll data (i.e. hours worked from electronic timekeeping system) and input HR/payroll data and tracks the semi-monthly payroll and timecard cycle.
- Review wages computed and corrects errors to ensure accuracy of payroll.
- Prepare detailed and accurate payroll reports for accounting department.
- Assist with maintaining file system and files correspondence and other records.
- Participate in administrative staff meetings and assists with planning company events.
- Reconcile bank accounts using Excel and QuickBooks.
- Maintain record of Paid Time Off leave and short-term disability.
- Assist with coordinating employee meetings and group events, assists with preparing agendas, and reserving and preparing facilities.
- Assist with maintaining L&I injury report and coordinating with L&I administrator.
- Assist HR Manager with projects and assignments as needed.

#### **Skills and Qualifications:**

- Bachelor's degree in Human Resources or related field.
- 5-7 years in similar HR Generalist position with payroll and benefits administration.
- Advanced skills in Microsoft Word, Outlook and Excel; proficient in Microsoft PowerPoint.
- 2 to 3 years using web based electronic payroll systems.
- Ability to prioritize workload, multi-task and work under pressure in a fast-paced environment.
- Exceptional organizational skills and attention to detail.
- Excellent oral, written, and presentation skills necessary to communicate and work effectively with management and co-workers.
- Excellent telephone manner.
- Ability to understand, interpret, develop and communicate company policies and procedures.
- Ability to understand and follow written and oral directions.
- Ability to establish and maintain effective working relationships and strong customer service skills.
- Ability to take initiative to complete projects, tasks and assignments.
- Ability to empathize and defuse sensitive or contentious employee issues.

*We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, marital or veteran status, or any other legally protected status.*

**To be considered for this opportunity, please send cover letter, resume and salary expectation to:**

**Liz Inman**  
**HR Manager**  
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