

## Human Resources Generalist

Riggins, Inc. is currently hiring a Human Resources Generalist for their Vineland, NJ location. It is a full-time non-exempt permanent position.

### Job Description:

- Prepare and maintain all personnel records in Factor System
- Prepare and administer weekly payroll (Driver pay system, hourly, and salary)
- Conduct recruiting efforts (e.g. advertisement, scheduling, and interviewing)
- Administer benefits (e.g. status changes to personnel, approve invoices, and communicate with employees and vendor)
- Handle employee relations such as investigations and exit interviews
- Prepare all quarterly payroll reports for Federal, New Jersey, and Pennsylvania. (WR-30, 941, PA W-3, etc.)
- Manage Worker's Compensation, state disability, FMLA, and LOA
- Develop and maintain the Affirmative Action Program
- Conduct HR meetings with senior management keep them up to date with employee relations
- Maintain and update the employee manual with policies and procedures
- Conduct new hire orientations
- Assist with managing DOT and OSHA filing and reporting
- Generate reporting for management
- Assist management team with other task requests

### Requirements:

- Bachelor degree in related field or comparable experience
- 2-5 years of Human Resources experience
- Excellent computer skills including Excel, Word and Outlook
- Excellent analytical skills and ability to solve problems
- Ability to multi-task and meet deadlines
- Excellent organization skills
- Good verbal and written communication skills
- Ability to work individually and as part of a team

### Preferred:

- PHR Certification
- General knowledge of DOT regulations

Offer contingent on pre-employment background and drug screening

Salary range: \$35,000-45,000

\*No relocation package available \*

Riggins, Inc. is an EOE

Send resumes to *Denise Sias, Human Resources Manager, dsias@riginsoil.com*