

# Human Resources Generalist

Ready Pac Foods Inc Swedesboro, NJ 3

## JOB DESCRIPTION

The Human Resource Generalist is responsible for performing HR-related duties on a professional level and works closely with senior HR management. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action, Safety and employment law compliance.

### Position Requirements:

- BA/BS plus 4-5 years' experience in HR or equivalent education and work experience.
- Understanding of labor and wage laws.
- Understanding of Leave of Absence policies.
- Excellent written and verbal communication skills.
- Must be able to communicate effectively with associates at all levels including management.
- Strong organizational skills. Ability to multi-task in a fast paced office environment.
- Excellent problem solving skills.
- Highly proficient in Microsoft Word and Excel. Typing skills of 40+ wpm.
- Advance knowledge of ADP, Business Objects, and E-time.
- Bilingual English/Spanish/Hindi/Turkish/French preferred.
- Flexibility to work 2<sup>nd</sup> shift hours occasionally depending on events/investigations/needs, etc.

### Position Responsibilities:

- Supports the Sr HR Manager in the implementation and enforcement of company policy and procedures.
- Assists the Sr HR Manager to ensure compliance with federal and state laws.
- Supports the Sr HR Manager with personnel-related hearings and investigations.
  - Assists with the daily HR activities and processes in the plant office.
  - Assists with the recruiting activities for plant hourly personnel to include pre-screens, interview scheduling, references, referrals, position offers and thank you notices.
  - Enters requisitions into Taleo and ensures compliance with approval process.
  - Manage the posting process (legal compliance, general announcements, job openings, etc.)
  - Maintains job descriptions, policies and procedures and associate handbooks.
  - Conducts initial verification of Human Resource and Payroll paperwork, by ensuring all documentation is accurate and ready for data entry.
  - Coordinates and supervises new hire and termination activities/processes to ensure timely processing.
  - Conducts new employee orientations to foster positive attitude toward company goals.
  - Oversees the LOA/FLMA administration and coordinates with supervisors with return to work dates.
  - Assists in the administration of various employee benefit programs, such as life, medical, dental, vision, accident and disability programs, 401(k), COBRA, and flexible spending programs.
  - Payroll processing back-up.
  - Coordinates and assists the SR HR Manager with training needs, training plan and training materials, brochures, articles, etc. and may conduct or facilitate some training courses.

- Coordinates and assists with Employee Relations, investigations and documentation (including safety).
- Manage the attendance policy, processes and partners with the supervisors.
- Assist with work-related injuries and investigations.
- Coordinates and leads special projects within department.
- Manages the temp to hire process when applicable. Consists of confirming the temp has been with Ready Pac for required amount of hours. Evaluations are done and hiring paperwork completed.
- Participates in key strategies for the ultimate success of Company's and department goals.
  - Assists in the coordination of plant functions and associate events.
  - Send out letters to associates who hit 2 year mark for benefits.
  - Follow up with associates for benefits when they are eligible after the 30 days.
  - Assist with any human resources projects as requested by the Sr HR Manager.
  - Tracking of I9 documentation for expiration. Follow up with associates and obtain renewals and update I9 forms.
  - Assists with Associate events such as Holiday events, Anniversary celebrations, birthdays, and other special recognitions.
  - Distributes anniversary gifts and coordinates event.
  - Educational Assistance program coordinator
  - Maintaining good housekeeping of your area and the department/trash at the end of the day
  - Other duties and projects as assigned.

## **JOB REQUIREMENTS**

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TO APPLY:

[http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?utm\\_source=job-recommendation&utm\\_campaign=regular-rec-email&HostID=US&SiteID=cb\\_emailrec\\_US&Job\\_DID=JHV28967NPBPX1GJR90&utm\\_term=2015-04-13&je=myrec&showNewJDP=yes&utm\\_medium=email&IPATH=JEHRAXA&sc\\_cmp2=10\\_JobMat\\_JobDet](http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?utm_source=job-recommendation&utm_campaign=regular-rec-email&HostID=US&SiteID=cb_emailrec_US&Job_DID=JHV28967NPBPX1GJR90&utm_term=2015-04-13&je=myrec&showNewJDP=yes&utm_medium=email&IPATH=JEHRAXA&sc_cmp2=10_JobMat_JobDet)