Human Resource Generalist
USI Insurance Services Hammonton, NJ

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

HR Administration

- Process all required paperwork for new hires, terminations, and changes. Coordinates with others (Operations, Payroll, IT) as needed.
- Prepare and submit payroll changes and updates, collects commission information, and submits each pay period.
- Coordinate all aspects of local Summit award celebration.
- Conduct Exit Interviews and submits information to CHRO.
- Prepare monthly org charts.
- Redirects employee questions regarding their benefits, leaves of absence, 401(k), etc. to appropriate USI shared services departments.
- Provides EAP information as needed.
- Administer workers' compensation claims program in a timely and accurate manner.
- Submit appropriate information for unemployment purposes to Talx UCExpress and the EDD.
- Work with the BSC (Benefits Service Center) in the administration of the various leaves (FMLA, STD, LTD, WC etc.).
- Administer all facets of Open Enrollment for new plan year.
- Proficient in HRIS navigation and report generation. Runs standard monthly reports.
- Coordinates employee morale initiatives including Employee Appreciation efforts, Univers Gives Back community involvement activities and other similar events.
- Maintain contact with HR Liaison(s) to answer questions and provide support, as needed.
- Monitor time card approval and hold Managers accountable to ensure time card approval and PTO tracking. Update managers on compliance.
- Conduct new employee orientations and the bi-weekly benefits orientation provided by USI Corporate in a timely manner.
- Maintain human resources and employee files in a compliant fashion and in accordance with USI Policies.

Recruiting Support

- Coordinate all recruiting needs with the Univers Recruiting Manager on an as-needed basis from sourcing, to screening, interviewing, and hire or rejection.
- Submit online investigation requests for candidates and reviews results of background checks.
- Assist when needed in reference checks for candidate
- Conduct employment verifications/background checks in a timely manner, initiated upon acceptance of offer.
- Coordinate 90 Day On-Boarding Process setup and follow-up. Audits to ensure proper documentation is signed and received.

Employee Relations Assistance

- Partner with CHRO to address employee relations issues including but not limited to performance and behavioral problems, development plans, position eliminations, restructuring, and investigations (partner with USI Benefits Service Center, Corporate HR, and USI Payroll as needed).
- Provides service oriented support to all Univers employees through prompt and accurate responses to HR related inquires.
- Administer performance management process which includes performance review collection; educate employees and managers on the process.
- Participate and partner with HR colleagues in rolling out employee wellness plans throughout the organization along with other Univers or USI initiatives.
- Respond to requests from internal and external legal counsel for information in support of claims.
- Remains knowledgeable of industry trends and federal/state employment law changes, particularly in states where Univers is domiciled.

Job Requirements

Knowledge, Skills and Abilities:

- 3+ years in an HR Generalist role with core competencies in HR Generalist/Administration.
- BA in HR/Business Administration or related field preferred (PHR certification is helpful)
- Experience in the insurance/financial services industry preferred.
- Language: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Math: Ability to work with and apply basic math concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Reasoning: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Computer skills: Must be proficient in the MS Office suite of products including Word, Excel.
- PHR Certification preferred.

Other Skills and Abilities:
- Excellent verbal & written communication and administrative skills (i.e. MS Office; creating metrics in excel; inputting data in recruitment software)
- Self-starter with a superior work ethic and a defined sense of urgency is a must
- An understanding and appreciation of broader Human Resources practices and success in navigating a highly matrixed organization is necessary
- Strong interpersonal, leadership, verbal/written communication and presentation skills.
- Strong project management skills, manages a project to completion, achieving the desired results in a cost efficient manner.
- Displays and embodies team orientation, ability to develop, maintain and utilize relationships at all levels. Can work effectively across organizational boundaries to achieve common goals.
- Must have the ability to make recommendations to effectively resolve problems or issues, by using sound judgment that is consistent with business standards, practices, policies, procedures and regulations.
- Must be able to multi-task.
- Ability to handle confidential and sensitive information and situations with discretion.
- Proficient with Microsoft Applications and the ability to pick up additional computer skills as required.
- Ability to maintain composure and professionalism in times of stress.

Contact Information

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Apply on CareerBuilder:
http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?utm_source=job-recommendation&utm_campaign=active-recent-apply-rec-email&HostID=US&SiteID=cb_emailrec_US&Job_DID=JHT7JB6GGN6RVRZTXD2&utm_term=2015-02-10&je=myrec&showNewJDP=yes&utm_medium=email&IPATH=JEHAXA&sc_cmp2=10_JobMat_JobDet