

Human Resources Generalist- job post

South Jersey Glass & Door

3278 South West Boulevard, Vineland, NJ 08360

Job Summary:

We are seeking a highly motivated and experienced Human Resources Generalist to join our team. The Human Resources Generalist will be responsible for various HR functions, including assisting the HR manager with talent acquisition, employee relations, and compliance with employment labor laws. The ideal candidate will have a strong understanding of HR best practices and possess excellent communication and organizational skills.

Duties:

- Assisting the HR Manager with the full cycle of talent acquisition, including sourcing, screening, interviewing, and onboarding new employees
- Conduct employee orientations and ensure all necessary paperwork is completed
- Provide guidance and support to employees regarding HR policies and procedures
- Assist with employee relations issues, including conflict resolution and disciplinary actions
- Maintain accurate employee records and ensure compliance with data collection requirements
- Stay up-to-date with changes in employment labor laws and ensure company compliance with FMLA/NJFLA.
- Assist with benefits administration, including enrollment and claims resolution
- Collaborate with management to develop and implement HR initiatives and programs

Qualifications:

- Bachelor's degree in Human Resources or related field
- Minimum of 3 years of experience in human resources management
- Strong knowledge of employment labor laws and regulations
- Excellent communication and interpersonal skills
- Ability to maintain confidentiality and handle sensitive information with discretion
- Strong attention to detail and organizational skills

We offer competitive compensation packages, including benefits such as medical insurance and retirement plans. If you are a dedicated HR professional looking for a challenging role in a dynamic organization, we encourage you to apply. Please submit your resume and cover letter detailing your relevant experience. Only qualified candidates will be contacted for further consideration.

Job Type: Full-time

Pay: \$45,000.00 - \$60,000.00 per year

Benefits:

- Employee assistance program
- Retirement plan
- Tuition reimbursement

Schedule: Monday to Friday

Work Location: In person

APPLY: https://www.indeed.com/q-human-resources-l-vineland,-nj-jobs.html?mna=&aceid=&gad_source=5&gclid=EAlaIqobChMIisSTyYfFhQMvH1IHAR2BQwOMEAAYBiAAEgLMuvD_BwE&gclid=aw.ds&vjk=dcd41c882fa9872d&advn=8823975196098921