

## **Human Resources Generalist - Trico Lift Mickleton, NJ**

### **JOB DESCRIPTION**

Trico Lift is a rapidly growing, reputable equipment company specializing in aerial lifts & rough terrain forklifts with locations in the Mid- Atlantic and Gulf Coast region markets. Trico Lift is in immediate need of a HR Generalist.

### **Duties & Responsibilities:**

- Conducts recruitment process for all exempt and nonexempt personnel to include: source and screen resumes, conduct phone screens, schedule and/or conduct interviews.
- Tracks status of open jobs and recruitment process on a daily basis.
- Uses various methods to post jobs, maintains job postings and make adjustments as necessary.
- Conducts reference checks for potential hires.
- Works with management team to develop employment agreements.
- Assists with new hire orientation and onboarding process.
- Assists in development or adjustment of job descriptions as needed.
- Serves as liaison between company and temp agencies, request worker when needed, approve invoices.
- Serves as a resource to management and employees and provides prompt response and follow-through regarding questions, concerns, and issues in an accurate and confidential manner
- Executes special HR projects as needed and directed by HR Manager.
- Promotes and execute policies and practices, assists with development policies as needed.
- Assists with monitoring workers' compensation claims and coordinates between employee and insurance carrier.
- Ensures local compliance with federal, state and local employment laws.
- Serves as back up to HR Manager.
- Complete all other duties as assigned.

### **JOB REQUIREMENTS**

- 3-5 years of experience in Human Resources, specifically Recruitment is required.
- Recruitment experience in a construction or service setting is a preferred.
- Bachelor's Degree in Human Resources or related field is required.
- Demonstrate knowledge of sales and general recruiting techniques.
- Ability to work independently.
- Knowledge of HR policies, processes and workflow, including familiarity with HR-related state and federal laws.
- Strong communication (written and verbal).
- Ability to make quick, reasonable and professional decisions.
- Excellent typing and phone skills.
- Strong desire to learn, grow and improve.
- Excellent organizational and multi-tasking skills.

Trico Lift is an Equal Opportunity Employer. As part of the pre-employment process, Trico Lift will conduct a background check, physical/drug test, and reference check.

Posted on Careerbuilder:

[http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?showNewJDP=yes&Job\\_DID=JHL7206SJ22T78PSYRQ](http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?showNewJDP=yes&Job_DID=JHL7206SJ22T78PSYRQ)