

Human Resources Generalist

PRECISION ELECTRONIC GLASS INC

1013 Hendee Rd, Vineland, NJ 08360

\$23 - \$35 an hour - Full-time

Full job description

Are you ready to take the next step in your HR career? Precision Electronic Glass (PEG), a family-owned business since 1962, specializes in crafting high-quality custom glass and quartz components while maintaining a strong commitment to our team.

As our HR Generalist, you'll have the opportunity to make a real impact by helping us standardize HR processes and procedures. Your role will be pivotal in supporting employees, implementing initiatives, and driving the continued success of our organization.

If you're excited about advancing your career while shaping the future of our HR function and being part of a family owned and operated business, we'd love to hear from you!

Summary/ Objective

Under the direction of the Vice President of Human Resources, the Human Resource Generalist plays a key role in supporting the daily operations of the Human Resources (HR) department. This role involves a broad range of HR responsibilities, including recruitment and interviewing, administering employee pay, benefits, and leave, as well as assisting in the development and enforcement of company policies and procedures. The HR Generalist ensures that HR practices align with organizational goals and comply with all relevant laws and regulations.

This position reports directly to the Vice President of Human Resources.

Examples of Duties and Responsibilities

Recruitment and Onboarding:

- Collaborate with hiring managers to define job requirements and attract top talent.
- Post job advertisements, screen resumes, and schedule interviews.
- Coordinate and conduct new hire orientations to ensure a smooth onboarding process.

Employee Relations:

- Serve as a point of contact for employee inquiries and concerns.
- Address employee issues, conflicts, and grievances in a fair and consistent manner.
- Promote a positive workplace culture and resolve employee relations matters promptly.

Performance Management:

- Assist in developing and implementing performance review processes.
- Provide guidance to managers and employees on performance improvement plans.
- Track and evaluate employee performance metrics.

Benefits Administration:

- Support the administration of employee benefits programs (e.g., health insurance, retirement plans, PTO).
- Educate employees about available benefits and assist with enrollment.
- Manage leave requests and compliance with FMLA and other leave laws.

Compliance:

- Ensure compliance with federal, state, and local labor laws and regulations.

- Maintain and update employee records in compliance with data protection laws.
- Support audits and reporting related to HR compliance.

Policy and Procedure Development:

- Assist in developing, implementing, and maintaining HR policies and procedures.
- Ensure employee adherence to company policies and provide training as needed.

Training and Development:

- Identify training needs and coordinate employee development programs.
- Facilitate workshops and training sessions as required.

HR Systems and Reporting:

- Maintain and update HRIS systems to ensure accurate data management.
- Generate reports on HR metrics to support decision-making.

Event Planning:

- Assist in organizing and executing company events such as benefits enrollment sessions, company-wide meetings, employee recognition events, holiday parties, and retirement celebrations.

Knowledge, Skills, & Abilities Required

- Strong interpersonal and communication skills.
- Proficiency in HRIS systems and Microsoft Office Suite.
- Knowledge of employment laws and HR best practices.
- Excellent administrative skills with attention to detail.
- Ability to handle sensitive information with confidentiality.
- Problem-solving and conflict resolution skills.

- Strong written and verbal communication skills in English, with business-level proficiency in Spanish.

Experience Requirements

- Bachelor's degree in Human Resources, Business Administration, or related field (or equivalent experience).
- 2–5 years of experience in an HR role, preferably in a generalist capacity.
- SHRM-CP, PHR, or equivalent.

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to spend prolonged periods sitting at a desk and working on a computer. The employee must carry/ lift loads up to 15 lbs.

Work Environment

While performing the duties of this job the employee will be in an office environment.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Thursday, 7:00 AM to 4:30 PM and Friday 7:00 AM to 11:00 AM. Flex scheduling is available upon request but must meet the needs of the company.

Travel

No travel is expected for this position.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all the duties and responsibilities associated with it. Precision Electronic Glass reserves the right to amend and change responsibilities to meet business and organizational needs.

Job Type: Full-time

Pay: \$23.00 - \$35.00 per hour

Expected hours: 40 per week

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Professional development assistance
- Tuition reimbursement
- Vision insurance

Schedule:

- Day shift
- Monday to Friday
- No nights
- No weekends

Experience:

- Human resources: 2 years (Required)
- HRIS: 2 years (Preferred)
- Microsoft Office: 5 years (Required)
- Performance management: 2 years (Required)
- Benefits administration: 2 years (Required)
- Training & development: 2 years (Required)
- Employee orientation: 2 years (Preferred)

Language:

- English (Required)
- Spanish (Preferred)

Shift availability:

- Day Shift (Required)

Work Location: In person

Apply

<https://www.indeed.com/job/human-resources-generalist-7485bc4c284eda18>