

Job Title: Human Resources Generalist
Functional Group: Human Resources/Accounting
Department: Administration
Direct report: Human Resources Manager

To Apply: <https://richlandglass.com/>

Role:

The human resource generalist is responsible for performing HR-related duties on a professional level and works closely with the HR manager and management in supporting the HR function. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, onboarding, recruitment/employment, employment law compliance and assistance in Finance. The individual serves as a key facilitator of the HRIS system and backup for HR Manager.

Environment:

- Manufacturing Plant and Office.
- Can be very hot during certain seasons.

Essential Job Functions:

- Subject matter expert of Paycor or HRIS and ensures accuracy of system.
- Be responsible for the day-to day administration, communication, implementation and adherence of HR policies and programs.
- Maintains compliance with federal and state regulations concerning employment.
- Serves as a resource person for employee benefits programs including group health insurance, disability insurance, 401k, sick leave, personal leave, other leaves of absence and other related employee benefit plans to ensure their understanding and compliance with benefits and HR policies and regulations.
- Manages accurately attendance tracking and ensures attendance policy adherence.
- Coordinate responses to site unemployment claims and employment inquiries.
- Assists with resolving and investigating complex employee relations issues.
- Assists with onboarding process and training of new hires.
- Leads new hire safety training and management of Safety and other training programs.
- Files EEO-1 report annually; maintain other records, reports, and logs to conform to EEO regulations.
- Assists with recruitment efforts, seeking qualified candidates for employment through all means possible including advertising as well as attending career fairs and communicating with local employer services.
- Backup for A/R, A/P and Payroll
- Performs other related duties as necessary or assigned by HR Manager.

Abilities Needed to Perform Essential Functions

- Excellent organizational skills and attention to detail.
- Strong oral and written communication with ability to communicate with tact and eloquence.
- Some understanding of bookkeeping practices and procedures.
- Proficient in Microsoft Office Suite or similar software.
- The ability to be flexible, self-directed, motivated, and able to interact with employees at all levels.

Other Job Requirements:

- Adherence to health and safety regulations.
- Attention to detail.
- Teamwork and effective communication skills.
- Managing multiple tasks simultaneously with set deadlines and timelines.
- Prolonged periods sitting at a desk and working on a computer.

Qualifications and Experience Required:

- One to four years HR Generalist experience exhibiting a working knowledge of employee relations, employment law and recruiting efforts.
- Experience with Paycor or similar HRIS a plus.
- PHR or SHRM-CP certification is a plus.

Education Required:

- Associates degree in Human Resources, Accounting and/or Business field preferred.