



Position Title: *Human Resources Generalist*

Reports to: *Manager, Human Resources*

Classification: *Exempt*

Position Summary

The Human Resource Generalist is responsible for performing HR-related duties on a professional level and works closely with the HR Manager in supporting designated areas of the business. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, and employment law compliance.

Key Responsibilities

1. Performs benefits administration, including claims resolution, change reporting, approving invoices for payment and communicating benefits information to employees.
2. Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations; monitors career-pathing program; and writes and places advertisements.
3. Handles employee relations counseling, outplacement counseling and exit interviewing.
4. Administers the compensation program; monitors the performance evaluation program and revises as necessary.
5. Participates in administrative staff meetings and attends other meetings and seminars.
6. Maintains company organization charts.
7. Constantly monitors HRIS system performance, makes recommendations for improvement and provides project management to implement the change.
8. Analyzes HRIS data to ensure system is recording appropriate metrics and performs ad-hoc reporting.
9. Administers various human resource plans and procedures for all organization personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual.
10. Administers the weekly processing of US payroll and assists with efforts to ensure efficient and timely processing.
11. Maintains compliance with federal, state and local employment and benefits laws and regulations.
12. Participates in developing department goals, objectives and systems.
13. Provides support in planning, communicating and executing company employee engagement activities and special events which includes company celebrations/gatherings, wellness initiatives, and training & development activities.
14. Serves as back-up for general office administration/front desk duties.
15. Performs other duties/projects as assigned.

Competencies

1. Ability to maintain absolute confidentiality and ethical conduct in all aspects of the human resources function

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2. Detail-oriented
3. Exceptional ability to gather and interpret data
4. Excellent oral and written communication skills
5. Ability to take initiative/goal-oriented
6. Ability to multi-task and support multiple shifting priorities, as well as plan/organize work activities efficiently and realistically
7. Excellent teamwork and interpersonal skills

Qualifications

1. Bachelor's degree in human resources or related field and/or equivalent experience
2. Proficient in Microsoft Office (Word, Excel and PowerPoint)
3. SHRM Certification a plus

Supervisory Responsibility

This position has no supervisory responsibilities.

Travel

Some travel (minimal overnight travel) is expected for this position.

Work Environment

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is a largely sedentary role; however, some kneeling, bending and standing is required as necessary.

Position Type/Expected Hours of Work

This is a full-time position, M-F 8:30am – 5:00 pm.