

**HUMAN RESOURCES GENERALIST**

**JOB SUMMARY**

Under the direction and supervision of the Human Resources Manager, works closely with the Human Resources Manager in preparing and maintaining documents and files relating to employment and benefits issues.

**JOB DUTIES AND ESSENTIAL FUNCTIONS**

Responsible for a variety of tasks and duties which may include, but would not be limited to, the following:

- Assist in the maintenance of confidential personnel files and records.
- Assist in preparing and distributing personnel forms, memos, notices and job postings.
- Track and audit vacation and sick leave for payroll.
- Assist in hiring procedures, including posting and advertising, resume reading, interviewing, pre-employment requirements, and new hire orientation.
- Process personnel changes, salary adjustments, and employee evaluations.
- Assist with employee benefit plans including enrollment, changes, and premium payment for group medical, dental, life and long-term disability insurance, as well as COBRA.
- File workers' compensation claims.
- Administer leaves of absence, including Workers' Compensation, family and medical leave, and personal leave.
- Assist with preparing employee newsletter and planning events.
- Assist with the company's service award program and banquet.
- Other tasks and duties as directed.

**EXPERIENCE, SKILLS, KNOWLEDGE, AND PHYSICAL REQUIREMENTS**

- Skills, knowledge and physical requirements include, but are not limited to, the following:
- Excellent knowledge of company's personnel policies and procedures, benefits, workers' compensation, and group insurance programs.
- Ability to maintain strict confidentiality with employee personal and salary information.
- Excellent communication skills, both in writing and verbally.
- Ability to interact with managers, supervisors, and co-workers, in a cooperative and professional manner.
- Proficient knowledge of Microsoft Word and Excel, and PowerPoint. Excellent typing (50 wpm) and 10-key data entry skills (10,000 kpm).
- Ability to perform repetitive physical activities using feet, legs, hands, and arms, and be able to use keyboard, walk, sit, stand, bend, stoop, climb stairs, reach, grasp, push, pull and lift up to 15 lbs.
- Good organizational skills and ability to prioritize work.
- Must be dependable, punctual, and have good attendance.
- Neat and presentable professional appearance.

**EDUCATION, TRAINING, AND EXPERIENCE**

The following are required:

- High school diploma or equivalent.
- Valid Arizona driver's license and acceptable driving record.
- Five years work experience or college level coursework in human resources or similar field.

