

Human Resources Senior Associate/Generalist

Our company has an opportunity for a self-motivated HR Associate/Generalist with prior related experience to support our dynamic company. The successful candidate will be responsible for providing HR administrative support in the areas of staffing, HR data input, payroll, benefits, leaves of absence, information gathering regarding personnel matters and other generalist HR roles. If you are an HR professional with a strong sense of discretion and attention to detail, we want to hear from you.

Position Summary

Recruiting/Staffing Lifecycle

- Coordinate staffing including layoffs, recalls and hiring and terminations including employee on- and off-boarding processes
 - Create job postings on all internal and external systems
 - Review and screen applicant's resumes
 - Collaborate with hiring manager to select final candidates
 - Schedule interviews
 - Prepare offer letters
 - Conduct background checks for all new hires, including processing reference checks and employment verifications and performs all new hire orientations.
- Handle onboarding process including new hire documentation for employees in accordance with State and Federal requirements. Responsible for creating and maintaining new hire benefits, I-9, and other applicable files.
- Compose correspondence concerning Human Resource functions, e.g. separation notifications, and company and employee communications.
- Process terminations including providing appropriate documents to exiting employee and conducting exit interviews.
 - Process EDD claims by submitting separation letters and supporting documents.

HR Information Systems (HRIS) and Payroll

- Day-to-day responsibility for employee data input and management and accuracy within our HRIS system
 - Maintain and update all current and historical employee records in files and HRIS system

- Maintain HRIS and all files on the document control system, including timely filing of all paperwork.
- Ensure timeliness and accuracy of payroll processing.
- Respond to employee inquiries on Time and/or pay administration
- Perform customer service functions by answering employee requests and questions.
- Understand the processes of where the data comes from to ensure data integrity.
- Maintain Human Resources records on payroll and timekeeping databases, as well as personnel records, benefit files, medical and confidential files.
- Answer routine inquiries from inside and outside the company on pay and benefits in line with written company policy.

HR Processes

- Collaborate with management and HR consultant to develop and implement effective solutions to routine personnel issues
- Perform clerical functions including filing, preparing correspondence, prepares new employee files, posting notices, revising forms, etc.
- Assist with investigations
- Maintain performance management and improvement systems.
- Review, track, and document compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, licenses, and certifications.
- Maintain knowledge and compliance with federal, state, and local employment laws and regulations, and recommends best practices; reviews policies and procedures to maintain compliance.
- Create the Human Resources Department work instructions, including policy development and documentation.
- Maintain and update human resources documents, such as organizational charts or directories, or performance evaluation forms.

Benefits

- Coordinate and conduct the new employee benefits onboarding process
- Help administer annual open enrollment period and processes changes within deadlines
- Process benefits, 401(k) and other enrollments and terminations including conducting benefits orientations, contacting plan

- administrators regarding plan changes, processing all forms, and performing all COBRA-related activities.
- Acts as liaison between the company, its brokers and insurance carriers and answers staff questions.
 - Analyze employment-related data and prepare required reports.
 - Assists and provides Management with updates including information on disciplinary matters, disputes and investigations, productivity, and morale.
 - Assists with implementing recruiting and retention programs to meet current or anticipated staffing needs.

Leave Administration

- Manage leaves of absence and disability processes for employees; review policies and benefits with employees; coordinate with third party administrators for Workers' Compensation, Short Term Disability, CFRA and FMLA while ensuring adherence to ADA and HIPAA.
- Manage FFCRA Leaves

Other

- Responds to inquiries from management and employees on HR-related topics and provides information and/or refers them to policies and procedures as appropriate.
- Partners with leadership to communicate Human Resources policies, procedures, programs, and laws.
- Other duties as assigned.

Qualifications

- 3-5 years of experience supporting HR functions, including knowledge of basic human resources best practices and employment law compliance
- Associates degree or certification
- Bachelor's degree preferred
- Must have strong knowledge of HRIS and payroll
- Proficient with Microsoft Office Suite of Software
- Familiarity with applicant tracking database systems an asset

Skills

- Must have a high level of interpersonal skills to handle sensitive and confidential situations, and maintain a high level of confidentiality
- Excellent verbal and written communication skills, in person, via email and phone

- Excellent organizational skills, time management and attention to detail
- Flexibility to handle a variety of tasks and changing business needs
- Ability to take initiative and solve problems
- Ability to conduct themselves in a professional, personable, courteous, and supportive manner
- Able to work independently as well as in a team environment
- Able to work with team members at all levels of the organization
- Ability to thrive in a fast-paced, high energy, change-oriented environment
- Demonstrated honesty, responsibility, integrity and fulfillment of commitments
- Strong sense of urgency and follow up/follow through to deliver effective results.

Application Process

Submit your resume for consideration for this position via e-mail to apply@kleinlaw.com by November 30, 2020.

This is an Equal Opportunity Employer.

Candidates may be required to pass a pre-employment drug screen and background check.