



JOB DESCRIPTION

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| Job Title: | Human Resources Generalist |
| Department/Location: | Human Resources/Corporate Office |
| Reports to: | Director of Human Resources |
| Position Supervises: | N/A |
| Fair Labor Standards Act (FLSA) Status: | Salaried, Exempt |
| Employment Status: | Full Time |
| Revision Date: | 11/2023 |

JOB SUMMARY

The Human Resources Generalist will be responsible for a variety of tactical HR support services for the company. Your day-to-day responsibilities will span payroll processing, benefits administration, leave management, recruitment, and onboarding, with opportunities to work on projects to promote your continued career growth.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Process bi-weekly payroll cycles in an accurate and timely manner.
- Maintain accurate employment records, including entry of new hires, terminations, and changes in payroll system, appropriate benefit portals, and personnel files.
- Lead benefits administration activities, including health insurance and retirement plans.
- Coordinate new employee onboarding, including working with managers to prepare orientation schedules, order equipment, and assemble other materials for new hires. Conduct new hire orientations, including overviews of payroll, benefits, company policies, etc.
- Coordinate separation processes, including kicking off task lists and conducting exit interviews.
- Support the Director of Human Resources and hiring managers with recruitment efforts including drafting new position descriptions, identifying sourcing opportunities, posting to job boards, interviewing, creating offer letters, and initiating background and reference checks.
- Act as a resource for employees to answer questions about employee benefits, payroll, leaves, and other HR related inquiries, providing excellent customer service.
- Track and record employee leave of absences, workers compensation, injury and OSHA record-keeping and recording through payroll system.
- Assist the Director of Human Resources in developing and implementing HR policies and procedures to maintain a compliant and fair work environment.
- Help identify training needs, coordinate employee development programs, and support career growth opportunities.
- Provide tactical/situational support to the business, coaching managers on performance management, basic employee relations, policies, and other HR-related topics.
- Respond to unemployment claims and employment verification requests.
- Work with employees and managers on workplace accommodations requests.



- Assist with government reporting and filing requirements related to Affordable Care Act (ACA), OSHA, VETS, EEO, and E-Verify.
- Help drive and support ULI's culture, mission, vision, and values.
- Additional projects as assigned.

SKILLS & EXPERIENCE

- Bachelor's Degree or equivalent experience required.
- 2-3 years of human resources experience in multiple disciplines strongly preferred.
- Proven ability to connect with a wide range of audiences and maintain effective, collaborative relationships with customers, stakeholders, and staff at all levels of the organization.
- Considerable knowledge of principles and practices of Human Resource Management, including payroll and benefits.
- Exceptional written and oral communication skills, with a focus on customer service.
- Ability to work independently as well as with a team.
- Strong interpersonal and conflict-resolution skills.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to act with integrity, professionalism, and confidentiality.
- Strong analytical and problem-solving skills.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite and related software.
- HRIS implementation experience a plus.