

**Position: HR Generalist**

**Reports to: HR Manager**

### **Summary**

The Human Resources (HR) Generalist supports a broad range of HR functions, including recruitment, benefits and compensation administration, employee events, talent development and employee engagement. The HR Coordinator also ensures accurate and timely compliance with regulatory requirements and Company policies, programs, and benefit plans.

### **Responsibilities**

- Coordinates recruiting process for regular and temporary positions, including drafting job descriptions, posting positions, routing and reviewing resumes, screening candidates, scheduling interviews, arranging candidate travel, conducting reference checks and background screens, interfacing with external recruiting vendors.
- Coordinates the on-boarding and new employee orientation program and helps to conduct HR and benefits-related orientation, ensuring that new hires feel welcomed and are positioned for success.
- Actively champions the PSF Mechanical culture and values, fostering a collaborative, productive, and supportive work environment for all employees.
- Partners with employees to communicate various Human Resources policies, procedures, laws, standards and government regulations.
- Provides guidance and coaching to employees on HR programs and practices, ensuring consistent application of policies and procedures.
- Helps to identify and coordinate appropriate employee development training opportunities.
- Assists with employee benefits administration, including, coordinating open enrollment process, preparing communications, serving as a contact, trouble-shooting and resolving benefits-related questions and issues, processing enrollment and status changes, interfacing with vendors.
- Ensures that personnel actions for new hires, status changes, and separations are completed timely and accurately.
- Prepares employee separation notices and related documentation, and coordinates exit interviews.
- Maintains employee files and all HR-related records in accordance with recordkeeping and retention requirements.
- Assist in the development, implementation and execution of companywide communication plan.
- Provides back up support to Front Desk Coordinator when needed.
- Maintains confidentiality and handles details of a highly confidential, critical nature.
- Performs special project assignments as directed.
- Performs other responsibilities as assigned.

### **Education & Experience**

- Bachelor's degree (or equivalent) in related field.

## Position Description – HR Generalist

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- Minimum of two years HR experience is preferred
- Requires excellent written and verbal communication, and interpersonal skills, with customer-service orientation.
- Demonstrated ability to take initiative and be self-motivated, be flexible and adaptable, and work in a fast-paced, deadline-driven environment is critical.
- Must have the ability to handle and prioritize many projects simultaneously.
- Must be able to follow established policies and procedures, and comply with regulatory requirements.
- Demonstrated ability to perform detail oriented work with a high degree of accuracy and completeness, as are strong analytical skills.
- Ability to recognize and define problems, recommend and implement solutions.
- Demonstrated experience handling confidential information essential.
- Must be effective at working in a highly collaborative environment, act with integrity, and have demonstrated ability to gain trust and confidence of internal clients.
- Must have strong proficiency with Microsoft Excel, Word, and PowerPoint

### **Physical Demands**

- Includes: sitting, standing and bending; repetitive motions of hands and wrists due to frequent computer use
- Able to see, hear well (either naturally or with correction) and speak clearly

### **Additional Information**

- Type: Full-time
- Experience: Experienced
- Compensation: Salary plus company benefits program