

Controlled Fluids, Inc.
Job Description

Human Resource Generalist

Reporting Relationship and Functional Role

This person reports directly to the Finance and Accounting Manager. The Human Resource Generalist is responsible for administering company benefits, processing payroll and conducting the hiring process. This individual should possess strong communication, leadership, and interpersonal skills.

Requirements & Conditions

Education: Bachelor's degree in Human Resource or related field; prefer PHR certification

Experience: Two years related work experience, including payroll processing, employment law, benefits administration, and Employee relations

Skills, Knowledge, Abilities: Computer knowledge with average to advanced skills using Microsoft Office products

Character Traits: Team-oriented and team-spirited, dependable, possesses integrity

Physical Requirements: Standing, sitting, walking, crouching, stooping, twisting, and bending

Working Conditions/Environment: Office conditions

Responsibilities and Job Duties

- Maintain employee time, process payroll checks, file payroll returns, and pay taxes
- Reconcile monthly payroll accounts to general ledger
- Provide workers' compensation information to agencies and file injury paperwork
- Supply unemployment claim documents to agencies; attend hearings when needed
- Organize, maintain and administer company benefits; communicate benefit information to employees;
- Participate in employee meetings and training sessions to educate employees on benefits
- Maintain employee files in a highly organized filing system
- Create and update job profiles and salary ranges
- Market company and self to recruit best talent for needed staffing; post job openings
- Negotiate staffing agency contracts; attend job fairs; continually look for new recruiting networks
- Schedule interviews; issue and verify employment applications
- Initiate pre-employment checks, drug screening and medical exams; set up profile assessments
- Dispatch rejection letters and offer letters
- Conduct new employee orientations
- Assist in the development, review, and maintenance of procedures and employee handbook
- Comply with federal, state, and local legal requirements by keeping up-to-date on employment laws; participate in educational opportunities

- Provide mediation and guidance on staffing and management issues by identifying problems, providing solutions and helping implement those solutions to improve performance
- Initiate performance assessment schedules. Assist managers and supervisors with assessments, write-ups, exit interviews, and terminations. Handle employee relations, communications, and counseling
- Participate in special projects and other Human Resource items as needed
- Protect company's confidential information

Reviewed and Accepted by:

Employee: _____

Date: _____

Manager: _____

Date: _____