

Human Resources Generalist

The **Human Resources Generalist** is responsible for a wide range of HR functions including benefits and payroll administration, compliance and reporting, as well as recruiting and onboarding. The ideal candidate will be knowledgeable about HR best practices, employment laws, and have a strong attention to detail. If you are a proactive, organized, and people-oriented professional, we invite you to apply and contribute to our growing organization.

Job Title:	Human Resources Generalist	Job Category:	Salary
Department	Human Resources	FLSA	Nonexempt
Location:	Hiram, OH	Reports To:	Director of Human Resources

EDUCATION AND EXPERIENCE

Education:	Bachelors Degree in Human Resources, Business Administration, or related field
Experience:	Minimum of five (5) years in human resources with a focus on benefits administration, payroll, compliance, recruiting and onboarding

ROLE AND RESPONSIBILITIES

Benefits and Payroll Administration:

- Manage all aspects of employee benefits programs, including health, dental, vision, retirement plans, and other voluntary benefits.
- Coordinate with benefits providers, ensuring accurate enrollment, changes, and terminations.
- Oversee the administration of payroll processes, ensuring accuracy and compliance with company policies and legal requirements.
- Address employee inquiries related to benefits and payroll in a timely and professional manner.

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ROLE AND RESPONSIBILITIES *CONTINUED*

Compliance and Reporting:

- Stay up-to-date with federal, state, and local employment laws and regulations to ensure company-wide compliance.
- Prepare and file required reports related to EEO, OSHA, ACA, and other regulatory agencies.
- Maintain accurate and confidential employee records, ensuring proper documentation and retention.
- Conduct periodic audits to ensure HR processes adhere to compliance standards.

Recruiting and Onboarding:

- Collaborate with hiring managers to understand staffing needs and create effective job descriptions.
- Source and screen candidates, conduct interviews, and facilitate the selection process.
- Coordinate new hire onboarding activities, including preparing offer letters, conducting orientations, and ensuring a smooth transition into the organization.
- Foster positive candidate and employee experiences throughout the recruiting and onboarding journey.

QUALIFICATIONS AND REQUIREMENTS

- Strong understanding of employment laws, regulations, and HR best practices.
- Excellent interpersonal and communication skills, both written and verbal.
- Detail-oriented with exceptional organizational and time management skills.
- Proficiency in HRIS systems, payroll software, and Microsoft Office Suite.
- Professional certification in HR (e.g., SHRM-CP, PHR) is a plus.
- Ability to maintain confidentiality and handle sensitive information with discretion.



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