



Human Resources Generalist

Implements and performs human resource related programs and processes such as talent acquisition, HRIS entry and reporting, scheduling, records management, attendance and compliance. Assigned to work on projects that improve overall effectiveness.

Core Accountabilities:

- Create weekly manning schedules according to business needs and the bargaining agreement.
- Maintain human resource records within the HRIS, employee related databases and employment files.
- Assist with new hire orientation.
- Assist in administering the attendance program per the bargaining agreement.
- Assist in handling and responding to inquiries from employees and management regarding employee relations, hiring, schedules, vacations, benefits, etc. in a timely manner.
- Assist in the development and implementation of HR policies and procedures.
- Assist in developing solutions for continued HR process improvement.
- Assist in providing direction on HR policies, procedures, and practices in compliance the bargaining agreement and employment laws.
- Manage meal voucher records, tracking and auditing.
- Other special projects and duties as assigned.

Qualifications/Requirements:

- A.S. degree preferred.
- Minimum three (3) years of Human Resources experience preferred.
- Highest level of professionalism with the ability to maintain confidentiality.
- Effective verbal and written communications skills. Ability to communicate at all levels of the organization and to work within a team structure.
- Good customer service skills, including questioning and follow-through.
- Strong analytical and problem-solving skills.
- Ability to work with minimal supervision, take initiative and confident in independent decision-making.
- Good organization skills.
- Experience with HRIS systems with Kronos and ADP experience preferred.
- Proficiency in computer use and Microsoft Office Suite (Word, Excel, Powerpoint).