

Human Resources Generalist

A premier, well-established organization in northern Baltimore County is currently seeking a Human Resources Generalist to join our leadership team. The Human Resources Generalist will play a vital role in the success of our company by working with the CEO in driving best in class HR programs and practices that support the achievement of the company's business objectives. This is a highly visible, **true generalist role** that offers challenge, variety, and the opportunity to have a significant impact. The HR function prides itself on excellence, service, integrity and accountability.

Responsibilities and duties of this position include but are not limited to the following:

- Lead and manage all of the key HR processes for the company. This includes the communication, administration, rollout, feedback, presentation development and training for these processes
- Key areas of responsibility include employee relations, training, organizational development and design, compensation, rewards, recognition and communication
- Complete day-to-day HR administrative support including all generalist activities, file maintenance, required correspondence, accurate record keeping, and detailed follow up
- Processes payroll on a bi-weekly basis
- Administer various human resources plans and procedures for all company personnel; assists in development and implementation of personnel policies and procedures
- Respond to employee inquiries regarding company policies, procedures, and programs
- Monitor performance evaluation program and revises as necessary
- Perform benefits administration including monthly reconciliation of statements, annual renewal process, and communicating and answering questions regarding benefit information for and to the employees
- Prepare all necessary reports and paperwork to adequately address and maintain the HR programs and to support the goals of the organization
- Administer and track FMLA for staff as needed
- Assist in evaluation of reports, decisions, and results of department in relation to established goals
- Work closely with the management teams as a strategic partner in implementing company-wide and department initiatives related to attracting, developing and retaining a talented and committed workforce
- Recruit, interview, and test associates to fill vacancies
- Oversee new hire orientation and successful on-boarding of new staff members
- Consult with management to facilitate initiatives and experiences that support associates satisfaction and maximize organizational effectiveness; assists management with implementing strategies to meet business objectives

- Advise management in the application of policies and in developing solutions; counsels management in appropriate intervention and resolution of associate relations and staffing issues
- Build and maintain relationships with all levels of employees/management
- Accurately maintain employee files and all other confidential information
- Represent the company at personnel-related hearings and investigations
- Oversee and maintain the EEOC log and complete filing of the EEO-1 on an annual basis

Job Requirements:

- 5+ years prior experience as a Generalist in HR required.
- Required knowledge of compensation, labor law, EEO/AAP, recruitment, benefits. Mastery of customer service skills and practices.
- Demonstrated ability to generate creative solutions and attend to detail.
- Exceptional problem solving and analytical skills; ability to resolve issues effectively and efficiently.
- Excellent verbal/written communication skills, including presentation skills.
- Demonstrated ability to develop and implement training programs that produce desired results.
- Maturity, judgment and consultative ability to interact effectively with associates at all levels of the organization.
- Effective organization and planning skills.
- Demonstrates flexibility, openness, respect and sensitivity in dealing with others.
- Ability to counsel management on associate relations issues.
- Ability to deal with sensitive information.
- Strives to continuously build knowledge and skills.
- Ability to participate in major organizational change initiatives.
- Strong interpersonal and leadership skills.
- Ability to work in a fast-paced environment and meet all assigned deadlines.
- Positive attitude and the ability to deal with situations in a calm and professional manner
- Proficient Computer skills in Word, Excel, Outlook and PowerPoint.
- BA/BS degree in Business Administration, Psychology, Human Resources or related field from four-year college or university or equivalent experience.
- PHR or SPHR preferred.

Resumes may be sent to CHRA – chra@assnhqtrs.com.