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|  | Job Title: Junior HR Generalist |
| | Reports To: HR Director |
| | Department: Human Resources |
| | FLSA Code: Exempt |
| | Date Modified: August 30, 2018 |

Job purpose

The Junior Human Resources Generalist is responsible for performing human resource related duties on a professional level and works closely with the HR Director. This position carries out responsibilities in the following functional areas: recruiting, onboarding, payroll, benefits administration, data reporting and maintenance of employee information.

Duties and responsibilities

- Assists with recruiting by scheduling and coordinating onsite interviews in addition to conducting reference and background checks.
- Plans and facilitates new hire orientation and on-boarding activities to assure a smooth transition to the organization. Present various new hire orientation program topics (e.g. benefits; HR policies).
- Acts as the primary point of contact for STAG's various benefit programs to include conducting open enrollment, orientations and providing day to day administration. Provides accurate information regarding benefit plans and policies.
- Inputs and maintains all benefits related information for all employees in the appropriate systems. Ensures the accuracy of all data including third party vendor systems. Performs benefit audits.
- Works with benefit vendors to resolve issues; enrolling/terminating benefits of employees, and working in concert with vendors, and HR Director to ensure efficient benefit operations.
- Administers various leave of absence programs including FMLA, STD, and LTD.
- Accurately and timely process bi-weekly payroll. Prepares and distributes Payroll Reports to various parties.
- Explains payroll and time entry policies and procedures to employees; researches and responds to inquiries from employees and third parties.
- Maintains employee information in Paylocity.
- Assists with day to day questions and updates to Paylocity's Time Management system.
- Performs a monthly purge of outdated HR paperwork. Performs various administrative and support functions in support of department operations including file maintenance, scheduling, report generation, invoice reconciliation and payment and preparation of correspondence.

Qualifications

- Bachelor's degree in Human Resources, Business or related field preferred.
- Two to three years of Human Resources Administration experience.
- Good understanding of general HR practices and employment regulations.
- Strong organizational skills with the ability to prioritize, plan, organize, and manage administrative tasks.
- Strong communication and interpersonal skills.
- Excellent customer service and team orientation.
- Proficient in MS Word, Excel and Outlook; experience with an HRIS application a must.
- Understanding the importance of employee and company confidentiality.

Working conditions

- While performing the duties of this job, the employee regularly works in an office setting.

Physical requirements

- Ability to lift 5 to 10-pound boxes on occasion.

Direct reports

- This position has no direct managerial responsibilities.