

**Job Title: HR Generalist (Bilingual) Department: Human Resources**

**Grade Level: FLSA Status: Exempt**

**Reports to: HR Manager Supervises: N/A**

**Purpose and Objectives:**

This position is responsible for proactively and professionally partnering with employees (both management and non-management) on the day-to-day human resources related function of the operations. These functions include recruiting and hiring, benefit administration, safety, employee relations, and record retention. Successful candidate must be highly organized with strong attention to detail, ability to multi-tasking, have strong interpersonal and communications skills, as well as maintain a high level of confidentiality.

**Essential/Specific Duties and Tasks:**

1. Assist with recruiting, interviewing, and facilitate the hiring of qualified job applicants for open positions; collaborate with departmental managers to understand skills and competencies required for openings.
2. Coordinate with internal and external recruiting and hiring, benefit administration, safety, employee relations, and record retention activities of the human resources department and respond to employee requests in a timely and professional manner.
3. Ensure data entry is accurately entered into both paper and electronic filing and data systems for newly hired, current and terminated employees and promptly retains records following record retention requirements.
4. Assists in managing leaves such as FMLA, STD, and WC related absences and communicates with internal and external parties to minimize impact to the operations.
5. Review, track, and document compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
6. Handle employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
7. Assist with employee disciplinary meetings and terminations.
8. Maintain compliance with federal, state, and local employment laws and regulations, and recommend best practices and review policies and practices to maintain compliance.
9. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
10. Assist in managing the health club reimbursement, safety glasses, and uniform program.
11. Assist in managing unemployment claims process by responding timely to unemployment claim requests.
12. Support with the translating of safety meetings at different locations.
13. Conduct background checks and employee eligibility verifications through E-Verify.
14. Assist with the translating of forms.
15. Assist and provide back-up with weekly, biweekly, and semi-monthly payroll duties.
16. Assist with back-up receptionist duties.
17. Assist and support other departments within the organization on training, and/or human resources related tasks, as needed.

**Qualifications (including Education, Physical Demands, Working Conditions, Equipment Used, Other Required Skills):**

1. Minimum of a 2-year degree or 5-years plus of relative HR experience.
2. Fluent in English and Spanish is required.
3. Strong knowledge of hiring processes.
4. Ability to make recommendations to effectively resolve problems or issues by using judgment that is consistent with standards, practices, policies, procedures, regulations, and/or government law.
5. Strong interpersonal and communication skills.
6. Ability to establish and maintain effective working relationships with co-workers.
7. Attention to detail and a high level of confidentiality is a must.
8. Maintains a professional appearance and provides a positive company image to all employees and visitors.
9. Ability to organize and prioritize work with a sense of urgency.
10. PC skills and experience with Microsoft Office suite. Experience in ADP payroll and Kronos timekeeping software is a plus but not required.
11. Knowledge of Federal and State employment law.
12. Normal office working conditions and hours with plant exposures.

**Experience:**

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| 2-4 years of demonstrated experience in the HR field. |  |  |

### *LIMITATIONS AND DISCLAIMER*

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

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CURRENT INCUMBENT(S): DATE LAST MODIFIED: 08/15/2012; 8/2020, 3/2022