

HUMAN RESOURCE GENERALIST

HESSCO has a full-time position (37.5 hours per week) available for a Human Resource Generalist to run the daily functions of the Human Resource (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, performance reviews and enforcing company policies and practices.

Duties/Responsibilities:

- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, onboarding, benefits, and leave; disciplinary matters; performance and talent management.
- Assists with the administration of all benefits and retirement programs, including medical, dental, life insurance, short- and long-term disability, and 403(b) plan.
- Manages open enrollment, assists employees regarding benefits claim issues and plan changes, distributes all benefits enrollment materials, and determines eligibility and enrolls employees with carriers and process life status changes.
- Processes and administers all leave-of-absence requests, injuries, and disability paperwork: medical, personal, disability and DFML/FMLA. Effectively interprets DFML/FMLA and ADA implications as they relate to leaves of absences/disabilities.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems. Experience with ADP preferred.
- Access to high-speed internet.

Education and Experience:

- Bachelor's degree in human resources, Business Administration, or related field required.
- At least (two) 2 years of human resource work experience required; experience working in union environment preferred.
- SHRM-CP a plus.