



HR GENERALIST

Job Title: Human Resources Generalist

Site: Corporate Headquarters- Manalapan, NJ

Summary/Objective The human resource generalist is responsible for performing HR-related duties on a professional level and works closely with senior management. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action and employment law compliance.

Administers various human resource plans and procedures for all company personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual.

Participates in developing department goals, objectives and systems.

Monitors the performance evaluation program and revises as necessary.

Performs benefits administration to include claims resolution, change reporting, approving invoices for payment and communicating benefit information to employees.

Files EEO-1 report annually; maintain other records, reports and logs to conform to EEO regulations.

Conducts new-employee orientations

Handles employee relations counseling, outplacement counseling and exit interviewing.

Participates in administrative staff meetings and attends other meetings and seminars.

Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.

Maintains human resource information system records and compiles reports from the database.

Maintains compliance with federal and state regulations concerning employment.

Important Notice: This job description is not an exclusive or exhaustive list of all job functions that a team member in this position may be asked to perform. Duties and responsibilities can be changed, expanded, reduced or delegated by management to meet the business needs of the property.

Qualifications

Bachelor's degree in Human Resources or related field or equivalent in related work experience

3 - 4 years of experience as an HR Generalist

Advanced PC skills with proficiency in MS Office including MS Word, Excel, and PowerPoint.

Preferred experience with UltiPro software, Plansource, and Autotask.

PHR and or SHRM-CP certification preferred.

If you are interested in applying to this position please submit your resume to Sonia Paulsen at spaulsen@itsllc.com or for more details call 732-446-5570.



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