

HR Generalist

Lakewood, NJ

The Human Resources team at Gaming Laboratories International strategically works with Managers and employees to provide direction and operational support to enhance organizational effectiveness and employee satisfaction. The Human Resources Generalist provides expertise to support global cross-functional initiatives in all areas of Human Resources including benefits, leaves of absence, recruitment, training and performance management.

Duties & Responsibilities include, but not limited to:

- Oversees and administers US and Canadian benefit programs
- Administers and assists with employee inquiries related to US and Canada leaves of absence
- Sources, interviews and hires internal and external candidates for administrative, technical and managerial positions worldwide
- Composes and places recruitment advertising, including social media and career placement centers
- Project manages a wide variety of HR Projects; past projects included updating our HRIS system, devising a new performance review process and developing a Corporate Training program.
- Acts as an administrator for our Performance Management and Learning Management Systems (LMS)
- Administers the annual background check process
- Audits HR processes to ensure compliance with policies, procedures, and government regulations
- Performs other duties as required

Experience, Education, Skills and Credentials:

- BA/BS in HR, Business or related field
- PHR preferred, but not required
- Minimum 2 years experience in a similar position, including experience in benefits, leave of absence management, recruiting and working on HR projects
- Experience working with an international company preferred, but not required
- Strong Microsoft Office skills, especially in Excel and Power Point required
- Prior HRIS, HRMS, ATS and LMS experience is required
- Excellent oral and written communication skills
- Ability to handle and organize multiple projects and deadlines
- Must demonstrate a high degree of confidentiality, attention to detail, and quality management
- Valid driver's license required
- Available for business travel up to 5%
- Must be able to pass a thorough background investigation

About GLI: Gaming Laboratories International is a world leader in testing gaming devices and online systems standards in the gaming, wagering and lottery industries. We have established an incomparable team of highly trained, hand-picked experts to deliver world-class services to the global gaming industry.

GLI is a gaming company. Any of our employees may be required to obtain a gaming license within one or all of the gaming jurisdictions. If you are requested by GLI to obtain a gaming license, your continued employment may be contingent on your ability to obtain that gaming license.

This job description should not be interpreted as all-inclusive; it is intended to identify major responsibilities and requirements of the job. The incumbent may be requested to perform other job-related task and responsibilities than those stated above.



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GLI is an Equal Opportunity Employer

To apply, visit the following link:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7f32868b-94cf-4992-8b31-0b22e4cff9d0&jobId=253416&lang=en_US&source=CC2&cclD=19000101_000001

