

HUMAN RESOURCES GENERALIST

Ansell Grimm & Aaron seeks HR Generalist with a minimum of 5 years' experience for their Ocean Township office.

Duties and responsibilities include:

- *Maintain Employee files
- *Conducting open enrollment and processing of all benefits, i.e. health, dental, disability, 401(k).
- *Processing bi-weekly payroll
- *Interviewing, training and retaining support staff
- *Track attendance
- *Organize Firm gatherings
- *Maintain supply inventory

Requirements:

- *Law Office experience helpful
- *Working knowledge of HR terminology and in State and Federal compliance
- *Demonstrate confidentiality
- *Team Player
- *Organized
- *Detail-oriented
- *Multi-tasker
- *Travel to 2 other NJ offices as needed

Please email resume, salary requirements and references to hr@ansellgrimm.com.

AGA is an equal opportunity employer.