

Robert Wood Johnson Fitness & Wellness Center is looking to hire a Jr. HR Generalist. The position is full time and will be based out of the Parlin, NJ location. Anyone interested please reach out to Lindsay Harris, Director of Human Resources, via email lindsayh@fitnessandwellness.org or via cell 732-580-6263.

Position Summary:

The Junior Generalist's role is to work within a supportive and cooperative Human Resources team interacting with both benefits, payroll and reporting. The HR team provides support and direct employee interaction across a wide variety of activities in the areas of HR Project Management, Employee Relations, Payroll, Recruiting, HR Reporting, Compensation Analysis, Benefits Administration, HRIS Systems and Community and Employee Engagement and Event Planning.

The main responsibility of the Jr. HR Generalist is to advise managers and employees in all HR practices to provide information and support about regulations, interpretation of policies and procedures, interpretation of our employee handbook and to provide general HR team and employee support. The Jr. HR Generalist will also work as an extension of the HR Director to provide backup support to the HRIS and as the Benefits Specialist. In general, the Jr. HR generalist will perform a wide variety of both complex and routine HR tasks.

Overall Responsibilities:

- Administering and explaining benefits to employees, as well as serving as liaison between insurance carriers and employees

- Preparing and maintaining job documentation and job evaluations

- Assist in the recruiting process (offer letters, new hire documentation, onboarding etc.)

- Participating in development and execution of orientation programs and procedures for new employees

- Facilitating actions to resolve the employee relations issues and escalating them to appropriate management team as required

- HR Project Management: responsible for current and new HR projects

- Assist payroll department with payroll processing and employee inquiries

- Enter confidential personnel data into HRIS systems (ADP)

- File and organize confidential employee documents as required

- Schedule and track mandated and voluntary employee training

- New hire and onboarding support

- Employee off boarding (i.e. exit interviews etc.)

- Provide ADP support when needed.

- Assist with HR reporting as needed

- Other duties as assigned

Job Requirements:

- 2-3 years of experience in the Human Resources field

- Prefer a candidate with experience working with benefits and ADP

Knowledge, Skills & Abilities:

- Excellent verbal and written communication skills, strong interpersonal skills

- Able to function as a contributing member and leader of various work teams

- Able to interact with all levels of employees, management, and external vendors

- Organizational and planning skills, including ability to: prioritize work, handle multiple tasks simultaneously, set goals and enforce deadlines, while maintaining flexibility to reassess and prioritize goals

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

- Analytical, reasoning and problem solving skills

- Ability to maintain accurate and detailed records

- Computer literacy