



**TITLE:** HR Generalist, Senior

**POSITION TYPE:** Full-time, Exempt

**CREATED DATE:** November 21<sup>st</sup>, 2019

**REPORTS TO:** Director, Human Resources

## **SUMMARY**

The Senior HR Generalist will manage the *daily operations* of the HR department and will work closely with the Fullsteam acquisition companies, M&A Team and with the HR Manager and HR Director. The Senior HR Generalist will provide back office human resource services/support with onboarding, DOL/FLSA regulatory, HRIS, and benefits.

## **RESPONSIBILITIES**

The Senior HR Generalist will primarily oversee and coordinate general HR programs and policies with a focus on HRIS and Benefits Administration/Management.

### **HRIS Management**

Implements and maintains HRIS platform for record keeping/reporting, benefits administration and train for payroll processing as backup to payroll manager. Manages HRIS security, develops controls and conducts periodic audits to maintain data integrity. Designs user-friendly processes, guidelines and documentation. Oversees all system upgrades/additions/implementations and troubleshoots issues. Develops, prepares and analyzes ad-hoc reports as needed and works closely with accounting to monitor and forecast personnel expenses.

### **Benefits Admin and Management**

Coordinates and administers employee benefit plans while serving as contact support with group health and retirement plan vendors. Prepares benefit communication materials. Serves as employee advocate for claim resolutions. Sets up 401k plan, assumes fiduciary responsibilities and administers daily 401k, COBRA, ACA and FMLA admin operations.

### **Onboarding & Compliance**

Establishes and administers onboarding procedures including employment eligibility and background screenings. Ensures the organization meets all regulatory requirements related to hiring, terminations, EEOC and other record keeping mandates. Maintains and expands knowledge and understanding of existing and proposed federal and state laws/regulations affecting human resource management. Interprets appropriate laws and policies and advises management accordingly. Assists HR Manager and HR Director with the development of corporate HR policies and procedures

## **EDUCATION AND EXPERIENCE**

Bachelor's Degree in Human Resources, Business, or related field and 5-7 years of progressively responsible HR Generalist experience. Master's degree preferred. Experience implementing and managing an HRIS platforms preferred. Knowledge of multi-state labor laws a plus. Labor Relations and benefits management experience a plus. SPHR or PHR certification a plus.

## **SKILLS**

Strong analytical, interpersonal skills and communication skills. Advanced Excel skills (including VLOOKUP and Pivot Tables), Word and PowerPoint. Detailed oriented as needed while focusing on big picture results. Strong project management, planning and risk management skills. HRIS Systems a plus, Total Rewards and Benefits Administration.

Highly organized, thrives in a fast-paced environment with multiple priorities and evolving demands of the business.

## **KEY COMPETENCIES**

Problem Solving, Multi-Tasking, Critical Thinking, Resourcefulness, Superior Verbal and Written Communication Skills, Results Driven, Champion of Change and Ongoing Improvement, High Ethical Standards, Innovation, Dependability, Accountability and outstanding People Skills.

If you are interested in this exciting opportunity, please send your resume to [Rebecca.Woolsey@fullsteam.com](mailto:Rebecca.Woolsey@fullsteam.com), Fullsteam Manager of Human Resources.