
Title: Human Resources Generalist

FLSA Status (Exempt v. Non-exempt): Non-Exempt

Location: Exton, PA

Position Overview

The Human Resources Generalist provides administrative support to the HR department by helping resolve HR questions and requests from affiliates, recruiters and internal employees, by overseeing certain HR services and by completing important, complex HR administrative tasks. The HR Generalist is expected to provide prompt response and timely service to all internal and external customers.

Specific Responsibilities

- Assist the Human Resources department with the completion of various tasks, to include; employment verifications, national medical support notices, requests for records, subpoenas, etc.
- Maintain a high level of confidentiality due to exposure and availability to sensitive information.
- Facilitate the maintenance of the company's retirement program to include, census updates, contribution changes and employee inquiries.
- Responsible for requesting and compiling necessary documents for any healthcare state license applications. Maintain an accurate tracker of expiring licenses needing renewal.
- Run reports out of payroll system to include, benefits comparison reports, census information, and ad hoc reports as requested.
- Send weekly new hire benefits communications to eligible temporary workforce. Track communications as necessary in employee record.
- During annual benefits open enrollment, assist with the printing, mailing and tracking of communication material.
- Assist with E-Verify program, including account activations and responding to day to day inquiries regarding E-Verify.
- Assists with the updating and distribution of handbooks, policies, procedures and quick reference guides.
- Work closely with the Benefits Specialist by responding to employee inquiries regarding any company sponsored health & welfare plans, to include manually enrolling in plans and researching and escalating coverage or payment issues.
- Conduct research on various local, state and federal laws in order to assist with making informed and compliant employment decisions.
- For corporate office new hires, ensure that work area is ready for their first day by organizing notebooks, pens, coffee mug, welcome card, etc.
- Maintain the accuracy of company's organizational charts.
- For all departments – Help Desk, Affiliate Services, Finance & Accounting, Sales – provide administrative support for any backlog or overflow of work. These tasks can include a wide range of administrative duties.
- Provide phone and receptionist back-up when Office Assistant is out.
- Additional responsibilities as needed

Skills and Qualifications

- Bachelor's Degree in Human Resources preferred.
- 1-2 years' experience in an entry-level HR role
- Proficient knowledge and experience using MS Office Suite, including Outlook, Word, Excel and Power Point
- Demonstrated administrative skills

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- Attention to detail with an emphasis on accuracy
- Strong orientation to quality, continuous improvement and customer service
- Superior communication (both oral and written)
- Above average organizational skills
- Ability to multi-task, prioritize, adapt to changing environment