

# **JOB OPENING NOTICE**

**Position: Human Resources Generalist**

Concord Headquarters

**Salary: \$1,874.62 per week + benefits;**

**Full-time, exempt (M-F), non-remote**

## **Job Description:**

Under the direction of the Human Resources Director, the Human Resource Generalist is responsible for specific duties within the Human Resources and Payroll Department's including onboarding of new hires, administering pay, coordinating benefits, and leave practices in concert with the Human Resources Director and enforcing company policies and practices.

## **Minimum Requirements:**

- 3 to 5 years' related experience or training, or equivalent combination of education and experience in Human Resources and Payroll.
- Must possess intermediate to advanced computer literacy skills (proficiency in MS Office Suites, and ADP Workforce Now).

## **Essential Functions:**

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include tracking safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Conducts or acquires background checks and employee eligibility verifications.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the Human Resources Director.
- Assists Payroll Manager in the annual review, preparation and administration of the organization's wage and salary program.
- Assists Human Resources Director in the recruitment, interview and selection process of candidates for employment.
- Maintains knowledge of industry trends and standard related to onboarding of new hires and compliance in hiring.
- Communicates changes in the organization's personnel policies and procedures to all staff at the direction of the Human Resources Director.
- Updating and editing of the organization's policies, procedures and practices on personnel matters, including edits and additions to the employee handbook.
- Schedules in-person and web-ex job interviews for all departments/department heads.

- Composes and posts open positions via the OE3 intranet and external job posting sites.
- Conducts onboarding for new hires including the gathering and completion of new hire documents.
- Drafts memos for Human Resources Director as required.
- Maintains Human Resources calendar of events and Human Resources Director's calendar.
- Calculate pay according to hours worked incorporating leaves and overtime as directed by the Payroll Manager.
- Consolidating timesheet information and entering data into payroll databases, calculating paycheck amounts and distributing funds to employee accounts as directed by the Payroll Manager.
- Preparing weekly and monthly reports related to pension & health/welfare as directed by the Payroll Manager.
- Attend educational trainings and seminars in an effort to adapt to continuously changing labor laws as directed by the Human Resources Director.
- Work cross-functionally with external stakeholders, affiliated entities and community partners to ensure alignment on key initiatives.
- Organize and maintain electronic and physical files, keep track of and be accountable for monthly activities.
- Other related duties as assigned.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The Human Resources Generalist must believe in, and be loyal to the trade union movement. A highly motivated self-starter, this person is professional in both attitude and appearance. This person must be dedicated, flexible and adaptable with a willingness to commit to continual learning. The Human Resources Generalist must demonstrate common sense, diplomacy and strong interpersonal skills. As a liaison person, excellent communication skills (written and verbal) are required – including a level of literacy capable of reading and interpreting legal documents. Due to the confidential nature of this work, discretion and integrity are mandatory.

**Interested candidates should submit a resume and cover letter to [jobs@oe3.org](mailto:jobs@oe3.org). Resumes must be received by 5:00 pm on Friday, November 29, 2024.**