



Position Title: Human Resources Generalist	Immediate Supervisor Title: Director of Human Resources.
Department: Human Resources	Location: New Kensington, PA
FLSA Status: _X_ Exempt Non-Exempt	Grade:

Brief Summary of Position Purpose:

This role will assist in providing a number of duties in all of the Human Resources (HR) functional areas: payroll processes, benefits management, policy implementation, employee and labor relations, recruitment/employment, onboarding, affirmative action and employment law compliance, performance management, training and development. Due to the diversity of the responsibilities of this role, the HR Generalist will demonstrate a competent and resourceful drive with a passion for HR so as to ensure that the HR department's operations runs smoothly and effectively to deliver maximum value to the organization as a whole. Therefore, this role will perform the administration of day-to-day organizational business functions while supporting timely and accurate processing of various company-wide Human Resource programs within government compliance requirements to support various geographic regions.

Essential Functions:

- Administer health and welfare plans, including enrollments and terminations. Process required documentation through payroll and insurance provider websites to ensure accurate record keeping, insurance coverages, and proper deductions/contributions.
- Act as a liaison with various vendors/insurance carriers and foster effective relationships with representatives. Act as a resource to resolve employee matters related to payroll, health and welfare plans.
- Processes and reconciles benefit statements, invoices/billings from various vendors including reviewing for accuracy and resolves discrepancies.
- Input and monitor all human resources (HR) information including employee time and attendance, pay, benefits, and training data. Processes payroll and generates reports and vouchers. Ensures timeliness and accuracy as needed.
- Manages LOAs, including but not limited to FMLA and S&A.
- Manages Worker's Compensation and safety program in compliance with OSHA.
- Coordinate and assist with the ACA and ERISA benefits reporting requirements.
- Conducts recruitment activity such as placing ads/job postings, to include internal and external with staffing agencies, source and prescreen resumes for qualified candidates,



schedule interviews, pre-employment drug screening, conducts background and reference checks.

- Maintains all applicant and employee documentation to include listing of approved positions with salary levels. Manages the affirmative action program; records and maintains data in compliance with EEO regulations to include filing EEO-1 report and the VETS 4212 annually.
- Completes employment verifications. Ensures compliance with USCIS form I-9 to include periodic audits.
- Maintains personnel files in compliance with applicable legal requirements for all pay and benefit information, both electronic and hard copy. Maintains and ensures confidentiality
- Conducts new-hire orientation and assists with onboarding programs.
- Records data for each employee, from date of hire through separation, including but not limited to address, earnings, absences, training, performance, discipline, and termination.
- Documents and supports HR initiatives, policies and procedures. Supports Company goals.
- Compiles information/data and generates reports and metrics.
- Assist, fill-in, and perform tasks for HR staff as needed.

Education/Training/Certifications:

- Bachelor Degree in a related discipline

Experience:

- Minimum of five (5) years human resources office experience, including payroll and benefits administration.
- Manufacturing experience preferred.
- Experience with union labor workforce preferred
- International HR experience a plus

Required Skill Sets: (e.g., computer skills, communications, math, etc.)

- Thorough knowledge of Human Resources functional areas as well as operation of standard office equipment such as computer, fax machines and copiers
- Working knowledge of ADP Payroll/ADP Workforce now and EZ Labor preferred
- Basic knowledge of HR laws, ERISA, COBRA, FLSA, ACA, FMLA, and EEOC
- Experience with a HRIS System
- Proficient with Microsoft Office products (Excel, Power Point, Word and Outlook).
- Ability to safeguard confidential information
- Ability to interpret documents such as union contract, safety rules, procedure manuals, and maintenance and operating manuals



- Basic mathematical and logic skills
- Effective, timely, and professional communication and interpersonal skills
- Responsive to customer needs with a high attention to detail
- Excellent time management skills with the ability to multi-task and prioritize responsibilities
- Ability to work independently and in group
- Willing and able to learn new hardware and software systems

Physical Demands: (e.g., lifting, travel, etc.)
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- Regularly required to sit; occasionally walk, stand, reach and bend; talk, hear and see; use hands and fingers, handle or feel objects; lift, push and pull less than five (5) pounds; occasionally lift, carry, push, or pull up to 20 pounds
- Requires concentration, accuracy, and focused mental effort with the exceptional ability to present a calm, professional demeanor while multi-tasking in a fast-paced team environment.
- Typical office work environment with occasional exposure to plant.
- May travel (domestic and internationally) as business needs require
- Pursuant to the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable qualified individuals to perform the essential functions of this job.

AA/EEO/M/F/D/V