



HR GENERALIST

Department: Human Resources	Location: Lakeland
Reports To: Human Resources Director	FLSA: Exempt
Supervisors: No supervisory responsibilities	Revised: May 2023

JOB SUMMARY:

Performs HR related duties and carries out responsibilities in areas including recruitment, payroll, benefits, legal compliance, and management practices.

ESSENTIAL FUNCTIONS:

- Post all open positions internally and externally, or as directed by the manager. Post to all the necessary organizations to maintain compliance with OFCCP and EEOC standards, including agencies that support veterans and disabled communities.
- Manage the applicant tracking system: review all résumés and properly document qualified applicants and send them to the hiring manager.
- Recruit, interview, and facilitate the hiring of qualified job applicants for open positions; collaborate with hiring managers to understand skills and competencies required for openings.
- Schedule and conduct initial interviews with qualified candidates, including reference checks and any pre-hire/post offer testing.
- Develop and maintain recruitment sources, resources, and relationships.
- Assist with collecting and entering payroll data, including but not limited to status changes, separations, leave requests and 401K changes, commissions, and wage attachments.
- Assist with auditing and reconciling payroll prior to transmission and validate confirmed reports.
- Assist with calculating deductions, such as income tax withholding, social security payments, insurance, and garnishment of wages.
- Manage the annual Affirmation Action, EEO-1, and VETS 100 Plan reports.
- Prepare, update and review job descriptions with hiring managers.
- Assist with processing employment verifications.
- Assist with benefits programs including health, wellness, 401k plan, and any range of company sponsored programs as a part of the organization's overall rewards strategy.
- Other duties as assigned.

EDUCATION:

- Bachelor's degree in human resources management or related field required.

WORK EXPERIENCE:

- Eight to Ten years of HR Generalist experience required.
- ADP Workforce Now experience preferred.

LICENSES AND CERTIFICATIONS:

- SHRM CP or PHR Certification required.



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SKILLS AND ABILITIES:

- Must be extremely organized, self-motivated and can work independently.
- Must have strong leadership, problem solving, excellent verbal and writing communication and decision-making skills.
- Must have excellent oral written communication skills.
- Strong organizational and interpersonal skills, and project management skills including the ability to work against pressing deadlines.
- Excellent knowledge of Microsoft Office.
- Must be able to deal with difficult, sensitive, and confidential issues.
- Extensive knowledge of federal and state labor and compliance requirements.

PHYSICAL REQUIREMENTS:

- The use of a computer and phone – Must be able to see, type, write, finger, grasp, and sit; must be able to use a mobile phone.
- Communicating with internal and external customers – must be able to talk, hear, see, and comprehend.
- Mobility of arms – Must be able to reach and use arms to manipulate small objects.
- Mobility inside the office to access filing cabinets, office machines, and supplies – must be able to move about the office space, stand for extended period of time, reach, bend, and occasionally lift up to 30 pounds.

WORKING CONDITIONS:

- The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Work is routinely performed in an office environment.
- Noise levels are typically minimal.

PERSONAL PROTECTIVE EQUIPMENT:

- None.

The statements herein are intended to describe the general nature and levels of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified.

Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer. Harrell's LLC is an Equal Opportunity/Affirmative Action Employer – Protected Veterans/Disabled. This company will provide Equal Opportunity to all individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, GINA, and age.

Employee Signature

Date