



## **HR GENERALIST**

**Employment Type:** Full-Time / Exempt  
**Department:** Admin / HR / Legal / #610  
**Effective:** November, 2021

### **Position Summary:**

The HR Generalist manages and oversees activities including but not limited to, employment/recruitment compensation, benefits administration, performance management, employee relations, and administering and communicating various human resources procedures for all company personnel. Provides diverse and advanced administrative duties for organization executives. Maintains confidentiality and communicates with tact and diplomacy at all times.

### **Education and Experience:**

Bachelor's degree plus the knowledge and skills typically acquired through a minimum of 2 years of relevant human resource/administrative experience. Ability to write reports, business correspondence, and policy/procedures. Ability to effectively present information and respond to questions from all levels within the company, and the general public. Biotech industry experience preferred.

### **Essential Functions/Major Responsibilities:**

- Responsible for creating legal documents from templates, storing and maintaining legal files on the network drive.
- Create and maintain safety and security of employee personnel files, preserving stringent privacy standards.
- Understand company benefits, policies, procedures, and programs and be able to respond to inquiries regarding such.
- Responsible for coordinating and overseeing the onboarding and separation of employees, temporary employees and consultants (requisition preparation, creating job postings, interviewing, separations agreements, exit interviews, etc.).
- Manage employee relations and performance issues in a proficient manner; ensure proper investigation and documentation; supports managers with implementing corrective and disciplinary actions.
- Responsible for performing liaison activities with outside service providers such as ADP, health insurance, Worker's Compensation insurance, 401(K) plan, and others to ensure compliance with all Federal and State employment laws.
- Oversee and administer health insurance and 401 (K) benefits to employees.
- Process accurate and timely semi-monthly payroll using ADP.
- Responsible for accurately and timely compilation and reporting of temporary employees hours.
- Support performance review and merit process.
- Process and maintain leave requests and prepare monthly report.

- Receives and directs visitors, vendors, etc. to appropriate location and party.
- Operates switchboard to receive and direct incoming calls.
- Responsible for posting outgoing mail, distribution of incoming mail and prepares FedEx shipments of office-related documents.
- Responsible for compliance with the company's quality system requirements through training and adherence to policies, procedures and processes.
- Performs other assignments as directed.

**Scope:**

Works on complex problems in which analysis of situations data requires an in-depth evaluation of various factors. Exercises judgment within broadly defined practices and policies in selecting methods, techniques, and evaluation criteria for obtaining results. Uses professional concepts in accordance with company objectives to solve complex problems in creative and effective ways. May determine methods and procedures on new assignments and may provide guidance to lower level personnel. Networks with internal and external personnel in own area of expertise.

**NOTE:** This Job Description is intended to outline general functions of relevant position and shall not be considered as comprehensive definition of specific tasks that will be required. Furthermore, specific duties of this position are subject to change as Company, Department and circumstances change. All employees are expected to perform their duties within their ability as required by the job and/or as requested by management.