

**Job Title:** Human Resources Generalist 0222  
**Reports To:** Director of Human Resources and Training

**Category:** Exempt

**Position Summary:** Responsible for the confidential administrative support of day-day human resource operations, including recruiting, record-keeping, file maintenance and HRIS administration. Administers employee health and welfare plans and acts as liaison between employees and insurance providers. Resolves benefit-related matters and ensures effective use of plans and positive employee relations.

To be successful in this role, you will need a flexible skill set, including the ability to think creatively and collaborate across many teams, levels, and situations.

**Duties/Responsibilities:**

- Administers health and welfare plans, including enrollments, changes and terminations.
- Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions
- Conducts audits of payroll and benefits
- Reconciles and processes insurance invoices
- Assists with open enrollment
- Assists with Wellness Program and communication
- Assists with employee questions and problems courteously and promptly. Obtains and conveys information as needed.
- Assists with recruiting functions – job postings, scheduling interviews, reference and background checks, offer letters
- Prepares new hire packets and conducts orientation
- Prepares and files documents into new employee files
- Assists with processing of terminations
- Assists with training needs
- Assists with the preparation of the performance review process
- Assists with planning company functions
- Manages relationship with vendors for first aid, safety and workwear needs
- Performs other clerical HR functions
- Performs other related duties as assigned

**Qualifications:**

- \*Associates or Bachelor's degree; training certification and experience may substitute for education
- \*Minimum of 5+ years of experience in Human Resources required
- \*Experience in HR Management with ADP Workforce Now
- +Excellent verbal, written, and interpersonal communication skills
- +Excellent organizational skills and attention to detail
- +Strong drive to create a positive work environment
- \*Working understanding of human resource principles, practices and procedures
- +Excellent time management skills with a proven ability to meet deadlines
- \*Ability to function well in a high-paced and at times stressful environment
- +Strong computer skills and proficiency with Microsoft Office 365
- +Data analysis and problem-solving skills
- \*Operate with autonomy and discretion and deal with sensitive issues in an ethical manner
- SharePoint knowledge a plus
- SHRM credential preferred
- Manufacturing environment a plus

**Delegation of Authority:**

- The Iwaki America Inc. Delegation of Authority Matrix is incorporated herein by reference

\*Denotes essential qualification

+Denotes core competency