



**SAMSUNG ENGINEERING AMERICA INC.
JOB DESCRIPTION**

JOB TITLE: Sr. Human Resources Generalist I

GLOBAL JOB TITLE: Assistant Manager I

LABOR GRADE: S4-I/15

DEPARTMENT: Human Resources

REPORTS TO: Sr. HR Manager II

LOCATION: Houston, TX

SUMMARY: This position prefers four to seven years of experience in general human resources or related functions. The Sr. HR Generalist I will administer the human resources policies, procedures and programs. The Sr. HR Generalist I will carry out responsibilities in the following functional areas: recruitment, departmental development, Human Resource Information Systems (HRIS), training and development, benefits, compensation, and organizational development. This position will report to the Sr. Human Resources Manager II and support company managers with Human Resources needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee the processing of company payroll, including overtime calculations for exempt employees..
- Global HR system (GHR) and local HRIS system entries.
- Manages and administers the company's visa processing
- Oversees and assists in the facilitation of the training and development needs of the company, up to an including the recording and reporting of training development plans and tracking of training provided.
- Identifies and monitors the organization's culture so that it supports the attainment of the company's goals and promotes employee satisfaction.
- Communicates with the management team about significant problems that might jeopardize the achievement of company goals and those that are not being addressed adequately at the line management level.
- Coordinate and manage the employee orientation, development, and training as required.
- Develop company employee communications as required (global and local).
- Enroll/change/terminate company insurance benefits for all employees.
- Assist in TLO adjustments as required.
- Prepares periodic reports for management as necessary.
- Participate in internal HR audits as necessary.
- Assist in the administration of FMLA applications upon request.
- Provides necessary education and materials to managers and employees including workshops, manuals, employee handbooks, and standardized reports.
- Provides day-to-day assistance for benefits administration services. Assist employees with benefit resolutions as needed.
- Complies with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA), and so forth. Maintains minimal company exposure to lawsuits.
- Protects the interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations.
- Assumes other responsibilities as assigned by the Human Resources Manager.



QUALIFICATIONS/REQUIREMENTS:

- 4-7 years of HR related experience required.
- General knowledge of employment laws and practices.
- Excellent computer skills in a Microsoft Windows environment. Must include Excel and demonstrated skills in database management and record keeping.
- Knowledge of employment and compliance to regulatory concerns and reporting
- Effective oral and written communication.
- Evidence of the practice of a high level of confidentiality.
- Excellent organizational skills.
- Minimum of a Bachelor's degree preferred.
- Professional in Human Resources (PHR) certification preferred.
- Must be able to perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required of the company Human Resources Generalist. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEES SUPERVISED:

None.

CAREER PATH:

Sr. Human Resources Generalist II

PHYSICAL REQUIREMENTS:

See checklist.

NORMAL WORKING HOURS:

9/80 work schedule Monday through Friday. Off every other Friday, work 8 hours on the other Friday. Flexible work hours beginning between 7:00 am and 8:30 am and ending between 5:00 pm and 6:30 pm every Monday through Thursday (9 hour work days). One hour lunch break.

ENVIRONMENT AND PHYSICAL DEMANDS:

Physical Activity	Never 0%	Occasionally 1-32%	Frequently 33-65%	Constantly 66-100%
Standing		X		
Walking		X		
Sitting				X
Talking, Hearing			X	
Feeling, Grasping			X	
Climbing, Balancing	X			
Crouching, Crawling, Kneeling	X			
Reaching with hands and arms		X		
Lifting up to 20 pounds		X		
Lifting up to 50 pounds	X			
Lifting more than 100 pounds	X			
Looking at computer screen				X
Color Vision (identify and distinguish colors)		X		





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Peripheral, depth perception		X		
Ability to adjust focus		X		
Exposure to toxic chemicals		X		
Exposure to moving parts		X		
Electrical shock risk		X		
Exposure to fumes		X		
Exposure to extreme cold (non-weather)		X		
Exposure to extreme heat (non-weather)		X		
Exposure to loud noise		X		

- Exposure to chemicals, moving parts, electrical shock, fumes, temperature extremes and loud noise may occur on plant visits/startup assignments. Personal Protective Equipment is required.

