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| Job Title: | | Human Resource Generalist | | FLSA: | Non-Exempt |
| Department/Group: | | Administration | | Reports To: | Vice President Human Resource |
| Location: | | Maysville | | Travel Required: | Minimum |
| Position Type: | | Full-time | | | |
| HR Contact: | | Mary Breeze | | Date posted: | 09/30/2020 |
| Will Train Applicant(s): | | Yes | | Posting Expires: | ----- |
| **Job Description: S**erves as an assistant to the VP Human Resources regarding human resource tasks & responsibilities | | | | | |
| Applications Accepted By: | | | | | |
| Drop off at Comprehend Office  611 Forest Avenue  Maysville KY, 41056 | | | Email:  [mbreeze@comprehendinc.org](mailto:mbreeze@comprehendinc.org) | | |
| Job Description – Role and Responsibilities | | | | | |
| * Coordinates and conducts orientation for new employees. * Responsible for all benefit administration, including plan renewals, benefit meetings, etc. * Works with VP of Human Resources to maintain up-to-date and complete personnel files. * Reviews all job applications and determines applicant appropriateness for interview based on organization employment needs * Handles equal employment opportunity, wage and hour, COBRA, FMLA, & ADA compliance and other employee related issues as designated by VP of Human Resources * Disseminates training information and participates in community career and recruitment events as directed by VP of Human Resources * Performs supervisor training as requested by VP of Human Resources * Serves as the HR representative for the organization in the absence of the VP of Human Resources or at their designation. * Assist Payroll (Finance) with processing, if needed and answering questions related to Payroll. * Coordinates employee activities, pot lucks, parties, family events throughout the year. * Publishes Company Newsletter * Other duties assigned.   Qualifications and Education Requirements   * Bachelor’s degree or 5 years of experience in benefit administration and/or human resource field in an equivalent size organization Knowledge and understanding of personnel and labor laws, regulations, and requirements. * Knowledge of employee benefits and experience coordinating benefits * PHR or SHRM CP certification preferred   **Physical Requirements**   * Able to lift and move files and binders; Able to perform computer tasks; Able to sit for extended   **Special Requirements** Valid driver’s license with dependable transportation. | | | | | |
| Reviewed By: | Human Resource | | | Date: | 08/20/2019 |
| Approved By: | CEO | | | Date: | 08/20/2019 |
| Employee Signature: |
| Last Updated By: | 09/30/2020 | | | | |