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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 Office611 Forest Avenue Maysville KY, 41056 | Email: 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 |