

Technology Advancement Group

HR Generalist/Office Manager

Job Description

Duties & Responsibilities

HR Generalist

- Coordinate with Hiring Managers, Finance Team & Recruiters to plan, recruit & hire according to company needs
- Develop new and/or update existing HR policies and procedures, implement accordingly toward operational efficiency
- Recruit, interview, and facilitate the hiring of qualified job applicants for open positions; collaborate with department managers to understand skills and competencies required for openings
- Maintain compliance with federal, state, and local employment laws and regulations, recommended best practices and corporate directives; reviews policies and practices to maintain compliance.
- Process semi-monthly Payroll Package
- Review weekly timesheets & PTO requests for approval and accurate entry
- Maintain payroll & benefits platform to include all digital employee & company files
- Coordinate with Executive Team & ADP to provide and implement all Employee Benefit offerings to include Health, Dental, Workman's Comp, and other voluntary benefits.
- Perform routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Process onboarding paperwork, review I-9s, and administer applicable screening processes to include background checks & drug screens
- Review, track, and document compliance with mandatory and non-mandatory training, continuing education, and work assessments (may include anti-harassment training, professional licensure, aptitude exams and certifications)
- Work with all departments to implement new hire orientation, and employee recognition programs
- Educate new hires on HR policies, company procedures, and regulations
- Assist in evaluating employee performance and appraising their pay scale accordingly
- Handle employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff
- Attend and participate in employee disciplinary meetings, investigations, and terminations

- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law
- Ensure company, employee & community communications are well organized and align with company brand
- Respond to employment/unemployment inquiries and verifications
- Serve as go-to-point of contact for employees HR related needs
- Performs other duties as assigned

Office Administration

- Administer Employee SharePoint Portal
- Maintain conference room ensuring it is always in a ready state
- Perform hospitality tasks as needed (company meetings preparations/gift purchases)
- Perform administrative duties related to relocation of office space
- Check mail daily/distribute
- Manage companywide phone list
- Order & distribute supplies

Required Skills/Abilities:

- Excellent verbal and written communication skills
- Exceptional interpersonal, negotiation, and conflict resolution skills
- Detail-oriented with excellent organizational skills
- Excellent time management skills with a proven ability to meet deadlines
- Team player with first-rate leadership and coaching skills
- Advanced computer skills, including but not limited to:
 - MS Office suite
 - Payroll and HRIS software (ADP & QuickBooks Online a plus)
- Strong analytical and problem-solving skills
- Adept at prioritizing tasks and delegating when appropriate
- Ability to act with integrity, professionalism, and confidentiality
- Thorough knowledge of employment-related laws and regulations
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field
- A minimum of one year of human resource management experience

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift 15 pounds
- Must be able to access and navigate each department at the organization's facilities