

Human Resources Generalist, Corporate – Millville NJ - DWK Life Sciences

POSITION SUMMARY

This position is responsible for providing critical Human Resources and Executive administrative support. The main focus of the Corporate HR Generalist is to ensure Human Resources programs and processes are administered effectively and consistently so as to provide employees the daily support and guidance they need to be productive and engaged. The role of the Corporate HR Generalist is to administer employee programs at the corporate level. This position conveys a strong professional presence and possess excellent relationship skills to build a strong rapport with internal and external customers. The Corporate HR Generalist handles a wide variety of situations and information and must do so with the highest level of integrity and confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops both routine and complex documents, databases and spreadsheets which require capabilities with the software (i.e. lengthy formulas, queries, linking spreadsheets, documents or pictures to other files or databases.)
- Completes projects and special assignments by establishing objectives, determining priorities, managing time, gaining cooperation of others, monitoring progress, problem-solving, and making adjustments to plans.
- Arranges travel for executives as needed by developing itineraries, booking transportation, arranging lodging and meeting accommodations.
- Researches and arranges complex logistics for high profile meetings as needed. This includes researching offsite locations, securing location, equipment and services considering cost and quality.
- Proactively anticipates upcoming projects and needs of CEO by prioritizing, communicating and balancing the workflow.
- Represents Management by welcoming visitors.
- Maintains HR/EHS training database and absence records for ISO, AIRS, and be the point of contact along with training recording for DDI Certified/Research Training for Professional Growth.
- Schedules and organizes company events, activities, information meetings.
- Maintains and organizes company communication (executive newsletter, tvs, bulletin boards, etc.)
- Initiates, organizes and maintains Community Outreach Programs.
- Recruiting including running ads, scheduling and conducting interviews, maintain applicant log, reporting requirements, set-up pre-employment physicals and drug screens (reviewing results).
- Conducting new hire orientation, maintaining new hire packets, badge administration.
- Create an environment in which everyone regards safety as a personal responsibility.
- Serve as a problem solving liaison for employees.
- Administer ongoing policy and safety training including running training sessions.
- Conduct workplace investigations.
- Implement progressive discipline.
- Issue and follow-up employee reviews, maintain appropriate documentation and issue required reports.
- Benefits Administration – assisting with open enrollment, assuring employees understand benefit options, verify billing is accurate, process and file proper paperwork regarding Savings Plan, Leaves of Absence, FMLA, EEO-1 and other benefits.

- Set-up and maintain personnel files and individual medical files. Responsible for departmental correspondence.
- May provide back up support for Payroll as needed, input data and distribute Human Resources Payroll Reports.
- Assists in maintaining filing system for HR.
- Conduct associate surveys, studies, perform research, prepare reports, analyse data and identify trends.
- Maintains organizational charts.
- Understand the DWK Quality Policy and relevant Quality Objectives.
- Recognize his/her contribution to the effectiveness of the OPS (Operational Performance System) including the benefits of improved performance.
- Comprehend the impact or effect of not conforming with OPS.
- Observe all safety precautions, rules and regulations. Complies with and helps to enforce standard policies and procedures. Maintains work area in a clean and safe manner.

EDUCATION and/or EXPERIENCE

- Associate Degree in Business, Bachelors Degree preferred
- Minimum of 2 years in HR relevant experience, manufacturing preferred
- Employer and Labor Relations is a plus
- HR Certification (SHRM or HRCI) preferred

REQUISITE SKILLS

- Considerable knowledge of principles and practices of personnel administration, excellent communication, organizational and prioritization skills, ability to multi-task while maintaining disciplined attention to detail, accuracy and priorities.
- Exhibits strong work ethics, sound judgment and discretion.
- Advanced working knowledge of all MS Office Package software products, ADP a plus.
- Understand basic financial acumen.

BENEFITS

DWK offers a comprehensive benefits package that is a significant piece of our total compensation program. Benefits include, but are not limited to:

- 401(k) with company match
- An additional 3% employer contribution each pay period
- Medical (including prescriptions), Dental & Vision Insurance
- Short and long term disability
- Company Paid Life and AD&D Insurance
- Paid Vacation
- 12 Paid Holidays

WORK ENVIRONMENT / CONDITIONS / PHYSICAL DEMANDS

- *Work will take place in an office environment. Employee may be required to work weekends, holidays and be on-call on occasion. The employee may encounter controlled air conditions with frequent air changes, environmental exposure. Travel occasionally; both domestic and international.*
- *These are considered essential duties and are illustrative of those job tasks, which are fundamental. Employees may be required to perform additional related duties as may be assigned by management. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
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- **Equal Opportunity Employer, including disabled and veterans.**

Apply at:

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