

Position Description for
HUMAN RESOURCES GENERALIST

Flowood, MS

JOB DESCRIPTION

The Human Resources Generalist will be responsible for providing services and support in multiple functional areas of Human Resources for a multi-state private company.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review time and attendance records for completeness and accuracy for all companies
- Prepare bi-weekly payroll for processing through ADP with proper general ledger coding and departmental allocations
- Administer various employee benefit programs, such as group insurance, flexible spending accounts, dependent care accounts, 401(k)
- Maintain accurate and up-to-date employee and benefit information in the HR systems by processing all status changes, salary changes, garnishments, terminations, and withholding requests immediately upon notification by the employee
- Manage leave and paid time off programs in the HR systems, such as vacation, bereavement, sick, and leave of absence
- Prepare required daily, monthly, quarterly and annual reports as well as special reports as requested
- Participate in the planning and execution of employee functions and events for the Mississippi office
- Assist with onboarding of all new employees, such as new employee orientation, explanation of benefits, explanation of company policies, practices and procedures, verifying I-9 and E-Verify
- Assist with compensation and benefits planning and administration including coordination of annual open enrollment, changes in coverage and reconciliation with benefit providers
- Assist in development of personnel policies and procedures and maintain the employee handbooks
- Assist in creation of new employee job descriptions and maintain current job descriptions
- Assist in administration of workers compensation claims
- Coordinate COBRA and other benefits for terminated employees
- Research and analyze various HR scenarios for management
- Stay current with local, state and Federal HR laws, legislation, and trends, and maintain compliance with each
- Perform other HR duties as assigned by management

REQUIREMENTS

- Thorough knowledge of local, state and Federal laws pertaining to HR is required
- Effective oral and written communication skills
- Demonstrated ability to work effectively in a team environment
- Must exercise the highest level of confidentiality and integrity
- Proficient in MS Office (Excel, Word, Outlook)
- Must be detail-oriented, possess a high degree of accuracy and work well under pressure

EDUCATION AND EXPERIENCE

- A bachelor's degree and three to five years of HR experience; or
- A master's degree in HR Management and two years of HR experience; or
- Five years of HR experience and a PHR certification

COMPENSATION

Competitive salary commensurate with experience and excellent benefits package

This is a full-time position and hours of work are Monday through Friday 8:30 a.m. to 5:00 p.m.