



## Position Profile

Title: HR Generalist

Reports to: Director of Business Administration

Exempt

### Position Summary:

Pare Corporation is seeking a HR Generalist for its Lincoln, RI headquarters. The position requires experience in recruitment and HR compliance and administration, with a strong focus on coordinating the staffing process in multiple sites. Responsible for coordinating human resources activities including employment, new hire processing, on boarding, HR policy and procedure, as well as training, employee relations, benefits/compensation, and administrative duties. This person will also work with local colleges to coordinate internships where applicable. Remains current of human resources trends and legislation. Insures adherence to organization policies and procedures. Infrequent local travel required.

### Key Responsibilities:

- Insures Human Resources polices are current, communicated, and the organization is in compliance with state and federal labor laws.
- Provides direction and coordination for all staffing activities. Develops job descriptions; posts positions and expands recruitment sources; develops relationships with staffing firms and colleges; prescreens candidates; coordinates interviews and participates in interviewing process as needed; assists with reference and background checks; helps to negotiate employment offers.
- Processes new hire paperwork and conducts new employee orientation.
- Conducts exit interviews and process termination paperwork.
- Coordinates and provides direction for all employee relations practices. Assists in employee investigations as needed.
- Serves as a back-up for payroll administration; provides information for processing in a timely manner and works with the Director of Administration to resolve employee or processing issues.
- Works with the Director of Business Administration to administer compensation and benefit programs.
- Conducts open enrollment meetings and responds to benefit questions.

- Coordinates employee leaves of absence (FMLA, USERRA, ADA, etc.)
- Works with managers on safety concerns, informs them of safety requirements and assists them in making improvements to the safety program. Works with insurance carriers, provides reports and assists with claims information.
- Maintains HRIS information, analyzes data, monitors trends, provides recommendations to management and generates reports.
- Maintains and coordinates documents and information for the Annual Affirmative Action Plan. Keeps managers informed of their responsibilities regarding the AA Plan and advises the Director of Business Administration on any compliance requirements or concerns.
- Coaches and trains supervisors and managers in HR policies and practices. May coordinate or assist with other HR related training programs.
- Participates in company-wide initiatives and committees related to HR. Coordinates company-wide events.
- Coordinates the Performance Management Program.
- Maintains related HR records and reports.
- Works with Director of Business Administration to streamline and update HR practices and systems. May develop and propose improvement to policies, programs, and procedures to improve the effectiveness of human resources and operations.
- Other related duties as assigned.

**Experience and Education:**

- Minimum of 3 Years of direct Human Resource generalist experience.
- Specific experience in recruitment and HR administration.
- BA/BS in related field required. HR certification preferred.
- Previous payroll experience helpful.

**Technical Skills:**

- Strong computer skills in Microsoft Word, PowerPoint and Excel required.
- Knowledge of federal and state employment and labor laws and regulations.
- Familiar with job posting processes, sites, interviewing techniques, and recruitment methods.

**Performance Skills:**

- Strong communication skills - verbal, written and listening.
- Able to maintain confidential information and be professional and mature in their behavior.
- Effective organizational skills, with the ability to quickly assess situations and reprioritize work and schedules accordingly.
- Service oriented.
- Exceptional interpersonal skills, ability to work well with people at all levels of the organization.

- Conflict management skills.
- Self-starter who works well independently, make decisions, and demonstrates sound judgment.

**Physical Demands and Work Environment:**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands; balance, stoop, kneel or crouch; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:**

May need to drive to local sites.

Generally works in office environment, frequently uses computer.