**Full Job Description**

The Human Resources Generalist is responsible for administering human resources programs and policies including talent acquisition, employee relations, training, special projects and reporting. This position reports to the Corporate Headquarters location in Danvers, MA.

**Essential Duties:**

**Human Resources Generalist:**

* Project Management responsibilities for core HR processes including but not limited to performance management, talent management, talent acquisition, learning and professional development, and employee/partner engagement.
* Subject matter expert and troubleshooter for Learning Management System
* Serves as Payroll Processing Back-up
* Assists and coordinates projects for HR
* Gathers, organizes, and conducts basic comparative analysis from existing reports. Compiles information and delivers clear information to manager
* Create reports as requested
* Employee Relations/Compliance assists managers in drafting and delivering basic Employee Counseling Reports (ECR) with guidance and coaching from HR leaders.
* Assists HR Director with investigations and provides reports as needed
* Performance Management/Salary Administration determine schedules based upon analysis of reports, make initial recommendations based on findings, and escalate as needed
* Performs analysis of compensation market position
* Delivers previously developed training under supervisor. Training includes compliance, orientation, and lunch and learns.
* Keep ADP landing page and internal employee websites current and organized
* Assists with the tracking and preparation of the performance review process
* Leave management, including administration of Short-Term Disability and Workers’ Compensation claims
* Conducts new hire orientations for assigned groups
* Serves as a back-up to the HR Coordinator for items such as reference and background reports, recruiting reports, employee data entry and file maintenance, headcount/ turn over and other reporting as required.
* Other duties as assigned

**Talent Acquisition:**

* Partner with hiring managers to learn their business, understand their hiring needs, and design and execute innovative sourcing strategies to hire top talent.
* Facilitates or assists with all phases of the recruitment process for corporate and other assigned positions
* Full cycle recruiting for Corporate and other indirect positions, including sourcing, screening, scheduling of interviews, and candidate care and communication throughout the recruitment process
* May coordinate and participate in virtual or in-person Job Fairs
* Subject matter expert and troubleshooter for ATS system
* Handle day-to-day administration of recruiting resources such as Monster, LinkedIn, Clearance Jobs Indeed etc.
* Coordinate social media and website posts/updates
* Other duties as assigned

**EDUCATION/CERTIFICATIONS:**

* Bachelor’s degree in a related field required
* PHR or SHRM-CP preferred

**TECHNICAL SKILLS:**

* Proficient in all aspects of Microsoft Office applications (Excel, Word, PowerPoint, Outlook) required.  Advanced PowerPoint skills preferred.
* Proficiency with HRIS systems, ADP Workforce Now is strongly preferred
* Excellent listening and verbal and written communication skills
* Exhibits current working knowledge of federal, state, local regulations/laws and firm policies required
* Understands compensation materials and principles required
* Demonstrated ability to be an effective team member by willingly accepting assignments, completing assignments within agreed upon timelines and willingly assisting co-workers required.

**EXPERIENCE:**

* 2+ years’ experience working as a Generalist within a Human Resources department or related experience required

Position Type:  Full Time

Work Location:   Danvers, MA

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