



Summary:

Working closely with the HR Manager, performs duties on a professional level in Human Resource functional areas, including: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, and employment law compliance

Essential Duties:

- Enhances, and/or develops, implements and administers human resources policies and practices for entire company.
- Promotes a confidential environment within the HR Department.
- Assists in talent acquisition and recruitment processes, including advertising of vacancies, screening job applications, pre-employment testing interviewing and records maintenance.
- Maintains and processes Notices of Unemployment Claims in a timely manner, and attends unemployment hearings, when necessary.

- Prepares periodic reports necessary to carry out functions of the HR Department. These reports are distributed to upper management as necessary.
- Serves as a point of contact for both supervisory and non-supervisory employees regarding potential employee relations issues, and provides advice and guidance, as appropriate.
- Protects interests of employees and the company in accordance with Human Resources policies and applicable laws and regulations.
- Advises management concerning employee issues and corrective actions, and participates in disciplinary meetings.
- Maintains personnel files and related records, such as I-9 Forms.
- Assists in performance and compensation management activities.
- Identifies and informs Human Resources Manager of any employee relations issues that present a potential risk to the company.
- Encourages a positive working environment and strong employee retention by working to understand manager and employee needs and challenges with regards to employee relations and communications.
- Processes company payroll and ensures compliance with all payroll laws.
- Administers Company benefits, including health insurance enrollments, claims resolution, insurance renewal activities, open enrollment activities, change reporting, coordination with carriers/TPAs, and communicating benefit information to employees.
- Administers all aspects of the 401K plan.
- Assists with organizing and guiding the Employee Activity Committee.
- Conducts Company business in accordance with all applicable laws, regulations and contractual obligations. Behave ethically and with integrity and always follow the principles of the Compliance Program when making business decisions. Compliance with this program is a condition of employment for every American-Amicable employee

Education, Work Experience and Training Requirements:

- College degree in Business with emphasis in Human Resources or equivalent job experience
- 3 to 5 years Human Resources generalist experience, including coaching, employee development and recruiting experience.
- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) certification desirable.

Knowledge, Skill and Ability Requirements:

- Excellent written and verbal communication skills
- Demonstrated ability to take initiative and multi-task
- Strong attention to detail
- Strong problem-solving skills
- In-depth knowledge of employment laws and regulations
- Proven ability to challenge, motivate and partner with upper management to foster innovation and lead change.
- Strong leadership skills
- Advanced level knowledge of MS Office

Working Conditions, Physical & Mental Requirements:

Work is sedentary in nature and is performed in a traditional office environment with cubicles. Typically, the incumbent will sit comfortably while performing the work, with some walking, standing, bending and carrying of light items, such as papers, books, and files. Other physical demands in performing the essential functions of this position include: digital dexterity, hearing, seeing, and talking. Mental requirements include, but are not limited to, the ability to concentrate, take initiative, cope with stress, adapt, and stay alert in a business environment.

Note: This job description reflects a summary of the job and does not prescribe or restrict the responsibilities that may be assigned. This job description is subject to change at any time