



JOB DESCRIPTION

JOB TITLE: Human Resources Generalist
DEPARTMENT: Human Resources
STATUS: Full-time, Exempt
REPORTS TO: Human Resources Manager
DATE: July 2013

POSITION SUMMARY: The HR Generalist will be primarily responsible for benefits administration, recruiting of certain Premier positions, on-boarding, and data and record management. The HR Generalist will also assist the HR Manager with administering various HR initiatives and programs.

DUTIES AND RESPONSIBILITIES:

- Assists with administering various human resources programs.
- Performs benefit administration to include enrollments, terminations, claims resolution, change reporting, reviewing invoices for accuracy, and communicating benefit information to employees.
- Conducts audits of various benefit plans, including reviewing corresponding payroll deductions to assure accuracy of information.
- Processes short term disability and worker's compensation claims, and prepares FMLA paperwork as necessary.
- Recruits for open positions; posts jobs, sources candidates, reviews resumes, conducts phone interviews and in person interviews, and completes reference checks.
- Compiles new hire packets and conducts new hire orientations; prepares ID badges, orders garage cards as needed.
- Verifies I-9 information and professional licenses
- Orders all uniforms for new hires and existing staff.
- Tracks 90 day probations, including sending reminders to supervisors
- Verifies Human Resource information records and compiles reports from payroll database.
- Files EEO-1 report annually
- Maintains personnel files in compliance with applicable legal requirements.
- Maintains required postings in compliance with federal and state regulations.
- Works with the HR Manager in administering the performance evaluation process.
- Assists in the development and implementation of HR policies and procedures.
- Coordinates organizational training and development efforts.
- Assists HR Manager with various research/special projects, (ie: Wellness initiative, reward and recognition, compensation, etc.)
- Recommends new ideas, approaches and procedures to enhance the efficiency and value of the HR department.
- Performs other related duties as required and assigned.

KNOWLEDGE AND SKILLS:

- Knowledge of principles and practices of HR administration
- Knowledge of employment laws and regulations
- Familiarity with various health insurance plans
- Effective oral and written communication skills
- Proficiency in using a variety of computer software applications, specifically Excel and Microsoft Word.
- High level of interpersonal skills to handle sensitive and confidential situations
- Attention to detail in composing, typing and proofing materials,
- Ability to establish priorities and meet deadlines.

EDUCATION AND WORK EXPERIENCE:

- A bachelor's degree
- 3 to 5 years of experience as an HR generalist with an emphasis in benefits administration
- Previous experience in healthcare a plus
- Professional in Human Resources (PHR) certification preferred.

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