

Job Title: HR Generalist

Reports To: Human Resources Manager

Location: Ephrata, PA

Classification: Exempt

Job Summary: The HR Generalist provides broad HR support across PA, VA, and NE, covering employee relations, recruiting, onboarding, benefits, compliance, leave administration, and supporting payroll. This role serves as a primary resource for employees and partners closely with the HR Manager to maintain a positive, compliant, and productive workplace. Professionalism and confidentiality are essential.

Duties/Responsibilities:

Human Resources (primary focus)

- Serve as the first point of contact for employee HR inquiries.
- Provide guidance on policies, performance standards, and HR procedures.
- Support employee relations investigations with the HR Manager.
- Manage full-cycle recruiting, including postings, screening, interviews, and communication.
- Assist hiring managers with interview preparation and selection.
- Maintain and update job descriptions.
- Lead onboarding for PA and support remotely for other states.
- Complete new hire documentation, background checks, and orientation.
- Process terminations and maintain accurate, confidential employee records.
- Assist with policy updates and ensure compliance with all employment laws.
- Support compliance reporting (EEO, OSHA, WC, unemployment, etc.) and HR-related audits.
- Administer benefit enrollments, changes, terminations, and employee benefit inquiries.
- Support Open Enrollment communication and processes.
- Administer and track leaves of absence (FMLA, STD, WC, personal leave).
- Coordinate employee training initiatives.
- Perform additional HR duties as assigned.

Payroll (Secondary Focus)

- Process biweekly multi-state payroll, including time and labor review.
- Ensure accurate processing of reimbursements, bonuses, pay changes, and PUC.
- Resolve payroll discrepancies and employee questions.
- Maintain PTO balances and assist with timekeeping issues.
- Submit 401(k) reports and support related compliance tasks.

- Handle W-2 verifications and year-end payroll activities.
- Perform additional payroll duties as assigned.

Required Skills/Abilities:

- Strong understanding of HR best practices and multi-state employment laws.
- Excellent verbal, written, and interpersonal communication skills.
- Strong organizational skills with the ability to manage multiple priorities.
- High attention to detail and solid analytical/problem-solving abilities.
- Ability to handle confidential information with professionalism.
- Proficiency in Microsoft Office.
- Experience with HRIS and payroll systems; Paylocity preferred.

Education and Experience:

- Associate's degree in human resources, business, or related field preferred; Bachelor's degree a plus.
- Minimum 3 years of HR experience required, preferably in a generalist capacity.
- Payroll processing experience required, multi-state payroll a plus.
- HR certification (PHR, SHRM-CP) preferred but not required.
- Bilingual ability is a plus.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift to 25 pounds when necessary.

Salary: \$65,000 - \$75,000 annually

Interested applicants should submit their resume by email to kelly.bross@hendrix-genetics.com