**Position: Human Resources Generalist**

Department: Administration

Reports to: Human Resources Manager

FLSA Status: Non-Exempt

The Human Resources Generalist is responsible for the efficient and timely support of the human resource functions including recruiting, hiring, onboarding, retention, terminations, and ongoing compliance.

**Responsibilities**

* Assists in talent acquisition and recruitment processes.
  + Perform interviews with all candidates regardless of possible position. Provide letters to all incoming resumes, and all interviewees as to position status.
* Responsible for coordination of new employee onboarding and training.
  + Provide new employee orientation on company policies.
  + Facilitate the new employees’ adjustment to the company environment, as well as verify all required state and federal new hire reporting requirements are complied with.
* Responsible for Human Resource policy and procedures, and assuring they are compliant according to law (both state and federal).
* Provide employee contracts and offer letters. Provide employment verification including background screening, motor vehicle verifications, eVerify compliance.
* Manage asset assignment to staff, as well as corporate assets and inventory.
* Provide ongoing support for address changes, changes in insurances and benefits.
* Provide support for employees regarding policy, employee and supervisor conflict. Communicate corporate standards to staff and resolve disputes.
* Coordinate employee reviews and review process and procedures.
* Manages employee termination process including collecting resignation letters, collecting company assets, information to unemployment, address claims as needed, provide employment verification and references.
* Maintain compliance for benefit packages (ERISA, COBRA and SEC compliance) including accurate defined contribution deposits.
* Remain current in knowledge of changing laws and best practices as it pertains to human resources and benefits.
* Operates as backup for Human Resources Manager and members of the Accounting Department.
* Perform other administrative tasks as requested by management.

**Core Competencies**

* Must be able to maintain confidentiality and keep accurate and thorough records.
* Working knowledge of benefits and compliance.
* Ability to work in a team environment and an individual basis.
* Ability to prioritize and handle multiple projects simultaneously.
* Must possess good problem solving and analytical skills to investigate to learn the truth.
* An outgoing personality and a good sense of humor are desired.

**Supervisory Responsibilities**

* None

**Physical Requirements**

* Ability to exert up to and including 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
* Engage in the following movements: Frequent sitting, infrequent standing and walking.
* Vision acuity requirements: Close visual acuity to view a computer terminal, extensive reading, visual inspection of data.
* The worker is not substantially exposed to adverse environmental conditions.

If unable to demonstrate these abilities upon a standardized, objective assessment performed by external occupational health professionals, all reasonable accommodations will be made, in compliance with the Americans with Disabilities Act and any other applicable Federal and Pennsylvania law.

**Qualifications**

* Bachelor’s Degree required with an emphasis in Human Resources Management or related preferred.
* Typically prefers 1+ year experience in the Human Resources profession.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

This job description is subject to change at any time and does not express or imply an employment contract. Employment with Suburban Testing Labs is employment at will. We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_