

Job Title: Human Resources Generalist
Department: HR Reports To: VP of Human Resources
Location: Farmingdale, NY (On Site) Pay Classification: Salary Exempt

Description

The HR Generalist will be responsible for administering human resource policies (200+ employees) including the recruitment of personnel, on-boarding/off-boarding, compensation, and other activities needed to carry out the company's personnel objectives and programs. This person will act as a strategic partner with managers and supervisors regarding staffing and development and reports to the VP of Human Resources of the company.

Essential Duties and Responsibilities

- *Develops and administers company-wide human resources policies, procedures, and practices in accordance with stated corporate objectives and federal and state legal requirements*
- *Update & maintain the Employee Handbook to assure relevance and legal compliance*
- *Coordinates recruiting, retention, development and succession planning process*
- *Coordinates New Hire on-boarding paperwork, including offer letters, payroll packet, non-disclosure agreement, acknowledgement of Employee Handbook, receipt of company assets, etc.*
- *Coordinates "out-boarding", including the exit interview process and communication of findings to management*
- *Analyzes data, prepares reports, and makes recommendations on a variety of human resources issues*
- *Manages workers compensation and unemployment insurance matters*
- *Coordinates performance appraisal process, compensation systems, and benefit programs.*
- *Responds to inquiries regarding policies, procedures, and programs*
- *Coordinates employee-relations activities and programs including but not limited to interpretation of policies, new employee orientation, and employee recognition programs*
- *Reviews employee relations issues and recommends appropriate responses to management*
- *Assures compliance with organizational policies and procedures and government regulations*
- *Performs other duties as assigned by manager*

Work Environment

- *The Human Resources position operates in an office setting. This results in the use of office equipment and communicating with others regularly.*

Physical Demands

These demands represent what the employee must do to successfully perform the essential tasks of a human resources manager.

- *The employee is often required to sit for long periods of time, speak and listen to requests.*

Supervisory Responsibility

- This position has no supervisory responsibilities

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 AM to 5 PM. Additional hours may be required, as well as occasional evenings and weekends.

Travel

- No travel is required for this role

Required Education

- An undergraduate Bachelor's Degree (or equivalent) is required

Job Requirements

- *Associate Human Resources Management experience preferred*
- *Working knowledge of HR laws and regulations*
- *Working knowledge of data collection, data analysis, and evaluation*
- *Strong experience in benefits administration*
- *Strong organizational, problem-solving, and analytical skills*
- *Ability to manage priorities and workflow*
- *Ability to work independently and as a member of various teams and committees*
- *Proven ability to handle multiple projects and meet deadlines*
- *Strong interpersonal skills*
- *Ability to deal effectively with a diversity of individuals at all organizational levels*
- *Good judgment with the ability to make timely and sound decisions*
- *Creative, flexible, and innovative team player*
- *Commitment to excellence and high standards*
- *Excellent written and verbal communication skills*
- *Versatility, flexibility, and a willingness to work enthusiastically within constantly changing priorities*
- *Four year college degree and 5-10 years work experience in HR*

Other Duties

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Benefits

- *Misonix offers comprehensive benefits including: Health, Dental, Vision, 401k, and company paid-life insurance, short-term and long-term disability*

Employee Signature