

## **Human Resources Generalist**

MLMIC Insurance Company (a Berkshire Hathaway Company) seeks a Human Resources Generalist to join the staff in our East Meadow office. The Human Resources Generalist will be responsible for performing HR-related duties in support of the following functional areas: employee relations, recruitment/employment, onboarding, policy implementation, employment law compliance, performance management, compensation, training, payroll and benefits administration. The ideal candidate is energetic and prepared to work on a variety of projects. We offer a competitive starting salary and a full benefit program.

### **Responsibilities:**

- Support all H.R. functions and assist with continued process improvement
- Interact with employees and management on a variety of issues
- Assist with introduction of new H.R. and training systems
- Administer company policies and procedures
- Handle payroll and attendance related questions and matters
- Partner with Asst. V.P, H.R. on performance management, compensation and training programs
- Ensure compliance with Federal, State and Local employment laws
- Lead efforts in areas of recruitment and onboarding
- Provide support in administration of benefits and employee leaves and retirement
- Participation in special projects and initiatives

### **Qualifications:**

- 1-3 years of Human Resources experience preferred
- Bachelor's degree in Human Resources or related field (May 2019 grads will be considered)
- Knowledge of employment laws helpful
- Proficiency in MS office and ability to learn new programs
- Outstanding communication and presentation skills (written and verbal)
- Organized, detail-oriented, good time management and ability to multi-task
- Ability to maintain confidentiality a must
- Highly developed technological skills and knowledge of social media platforms are ideal
- Sound judgment and decision-making skills are necessary

To learn more about MLMIC, please go to [www.mlmic.com](http://www.mlmic.com). For consideration, please send resume to Brian Lohan, Assistant Vice President, Human Resources at [BLohan@mlmic.com](mailto:BLohan@mlmic.com).

