



Sr. HR Generalist

Lehigh Technical and Professional service has partnered with a growing manufacturing company who is looking for a future HR leader that will work directly with executive leadership to aid in the overall success of the business.

Our Sr. HR Generalist will interface with all levels of the organization. This role requires a unique balance of organization, flexibility and creativity.

Responsibilities

- Provide proactive and strategic guidance and support for organizational planning and development initiatives that align the HR agenda in support of key business strategies.
- Advise Managers on performance issues related to their teams.
- Partner with Talent Management on the recruitment process and onboarding new hires.
- Partner with HR leadership to develop and implement programs aligned to business strategy, compensation, employee relations, performance management, rewards/recognition and career development
- Play a proactive role in retaining: positive employee relations, a motivated workforce and in scaling our culture.
- Keep up-to-date knowledge of employment law requirements to ensure that the business remains compliant. Familiar with the impacts of state and federal laws (EEO, FMLA, CFRA, COBRA)
- Administer benefit plans for programs such as health, and dental insurance, 401k plan, vacation, leave of absence, and employee assistance.
- Maintain HR and benefit record keeping; ensuring systems are updated and internal and/or external requests are completed.
- Document appropriate personnel changes and employee statistics for internal and compliance tracking.
- Respond promptly to Employee inquiries regarding policies, procedures, and programs.
- Administer performance review program to ensure effectiveness, compliance, and equity within the organization.
- Perform additional duties as required

Requirements

- 3 - 5+ years' experience providing broad-based HR support to Managers and Employees on Employee Relations, Staffing, Compensation, HR policies, and Performance Management
- BA/BS in Business Administration, or equivalent experience
- Familiarity with state, federal and local employment and wage law
- Ability to exercise good judgment and discretion; maintain confidentiality
- Excellent written and verbal communication skills
- Solid knowledge of Microsoft Word, Excel, HRIS and payroll systems
- Strong organizational skills and multi-tasking capabilities; able to prioritize in a rapidly changing environment

If you are interested in applying to this position. Email your resume directly to Jim Champlin at jchamplin@lehightechnical.com

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