



<i>Job Description Title:</i>	HR Generalist
<i>Division/Department:</i>	Administration
<i>Location:</i>	Miami
<i>Reports to:</i>	Vice President and Chief Compliance Officer
<i>Work Schedule:</i>	Monday – Friday 800am-5pm Overtime and/or on call weekend time may be needed as required.
<i>Exemption Status:</i>	Salaried-Exempt
<i>Pre/Post Hurricane event:</i>	Non-essential Personnel

Summary/Objective

The human resource generalist is responsible for performing HR-related duties on a professional level and works closely with senior HR management in supporting designated geographic regions. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action and employment law compliance.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Administers various human resource plans and procedures; assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual.
2. Participates in developing department goals, and objectives.
3. Administers the compensation program; monitors the performance evaluation program and revises as necessary.
4. Performs benefits administration, including claims resolution, change reporting, approving invoices for payment and communicating benefits information to employees.
5. Develops and maintains affirmative action program; files EEO-1 report annually; and maintains other records, reports and logs to conform to EEO regulations.
6. Conducts recruitment effort for all exempt and nonexempt personnel, and temporary employees; conducts new-employee orientations; and writes and places advertisements.
7. Assists with employee relations counseling, outplacement counseling and exit interviewing.
8. Participates in administrative staff meetings and attends other meetings and seminars.
9. Maintains company organization charts and the employee directory.

10. Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed.
11. Maintains human resource information system records and compiles reports from the database.
12. Maintains compliance with federal, state and local employment and benefits laws and regulations.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is regularly required to stand or sit and move about the facility.

Required Education and Experience

In order to qualify for this position, your resume must provide sufficient experience and/or education, knowledge, skills, and abilities, to perform the duties of the specific position for which you are being considered.

- A bachelor's degree and three to five years of HR experience, or a master's degree in HR management and two years of experience in the HR field, or seven years of experience in the HR field, or any similar combination of education and experience.

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.

I have read and understand the duties outlined in this job description.

Employee Signature

Supervisor Signature

Employee Printed Name

Supervisor Printed Name

Date Signed

Date Signed

