

ACE DISTRIBUTING

POSITION: HUMAN RESOURCES GENERALIST	DEPARTMENT: HUMAN RESOURCES/ADMINISTRATION REPORTS TO: DIRECTOR OF HUMAN RESOURCES STATUS: NON-EXEMPT DATE: 2/8/18
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Support the Director of Human Resources by maintaining and enhancing the organization's human resources department by performing a variety of duties; coordinating work within the department, as well as with other departments; complying with operating policies and procedures established; responding to injuries or requests for information; assisting the immediate supervisor with administrative tasks to support the department operations; and maintaining appropriate records and providing assigned reports.

WHAT WILL I BE DOING?

In your role as Human Resources Generalist, you will be part of our success by being able to:

- Maintain employee benefits programs, inform and counsel employees on benefits, assess benefit needs and trends, recommend benefit programs to management, direct the processing of benefit claims, and design and conduct educational programs on benefits
- Provide appropriate vendor management to all human resources vendors, ensuring appropriate levels of service are monitored and achieved
- Ensure legal compliance to applicable federal and state requirements
- Administer federally regulated programs such as the Family Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), Workers' Compensation (WC), and Unemployment Compensation (UC)
- Maintain and recommend human resource policies and procedures
- Provide full-cycle recruiting, including but not limited to maintaining the applicant tracking system (ATS), application review, interviewing, interview scheduling, providing offers of employment, pre-employment scheduling, new hire orientations, and training employees on company expectations and standards
- Fulfill all components of the termination process, including but not limited to terminating benefits, communicating the termination to payroll, and completing necessary termination paperwork
- Be the primary HRIS user and expert, suggest enhancements to management, run various reports, support payroll, and be the contact person for all employees
- Maintain historical and current personnel files
- Ensure employee handbook, position descriptions, and employee related documents are current and revise, as necessary
- Suggest and implement wellness strategies to provide a healthier workforce and maintain benefits costs
- Attend local seminars, workshops and webinars to remain up to date on human resources trends and compliance
- Support the Director of Human Resources by training, coaching, and disciplining employees and resolving employee grievances

WHAT DO I NEED TO DEMONSTRATE?

As well as a strong desire to learn and succeed in this position you must be able to meet the following requirements:

Required:

- Bachelor's degree in Human Resource Management or related field.
- 3+ years related work experience.
- Proficiency in Microsoft Office applications
- Effective oral and written communication skills
- Ability to maintain confidentiality and exercise extreme discretion
- Ability to build and manage effective professional relationships
- Demonstrate the ability to manage complexity along with strong problem solving, negotiating, and decision making skills
- Ability to manage multiple conflicting priorities
- Must be flexible to support a 24/7 operation, schedule may vary

Preferred:

- CEBS, PHR, or SHRM-CP Certification
- Prior experience working in a transportation and/or distribution company

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WHAT ELSE DO I NEED TO KNOW?

- Office environment with controlled temperature, frequently required to walk, sit, talk, hear, use hands and fingers to operate office equipment and reach with hands and arms. The employee is occasionally required to balance, stoop, kneel and crouch. The employee must occasionally lift thirty (30) pounds. Specific vision abilities required by this job include close vision, peripheral vision, color vision and the ability to adjust focus.
- Occasionally this job requires an employee to walk into the warehouse. The warehouse is climate controlled. The warehouse can also be very loud due to vehicles and fork lifts running. The employee may be exposed to exhaust fumes while in the warehouse.
- The position description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks or duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties as assigned, might be part of the job. This job description does not constitute an employment contract; the employment relationship between Ace Distributing and the employee is an at-will relationship.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, ethnicity, disability, religion, national origin, gender, gender identity, gender expression, marital status, sexual orientation, age, protected veteran status, or any other characteristic protected by federal law. Where required by federal law, state law, and/or city ordinance; this employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

PRINTED NAME AND SIGNATURE

DATE