

HUMAN RESOURCES (HR Generalist)

JOB SUMMARY

The Human Resource Generalist will run the daily functions of the Human Resource (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices. This exempt salary position reports to the Practice Administrator in the Kansas office.

This is an HR office of one.

SUPERVISORY RESPONSIBILITIES

- Oversees the scheduling, assignments, and daily workflow of the receptionist.
- Leads the annual review process and provides constructive and timely performance evaluations.
- Reviews all employees' time for accuracy and completeness.

DUTIES/RESPONSIBILITIES

- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with management to understand skills and competencies required for openings.
- Implements new hire orientation and employee recognition programs.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include the company handbook, safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Provides support and guidance to management and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Maintains compliant and current HR files, required labor law posters, notices, and I-9 forms.
- Conduct all exit interviews.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies, practices, and company handbook and recommends changes to management in order to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Assists with data entry, vendor invoice entry and payments, filing, etc.
- Provides backup support for the receptionist.
- Performs other duties as assigned.

ESSENTIAL REQUIREMENTS

- Must be able to see (close, and at a distance), listen, speak, sit, stand, bend, stoop, reach overhead with hands and arms, use hands to handle/feel, and lift/move up to 25lbs.
- Prolonged periods of sitting and/or standing at a desk and working on a computer daily.
- Daily office attendance for a typical workday (8am-5pm) and accurate time recording.
- Must be able to handle stress.
- Able to work both independently and cooperatively with coworkers.
- Must be able to consistently exercise discretion and independent judgement.
- Ability to communicate clearly and effectively in English with company management and employees, both in writing and verbally.
- Must be able to research, evaluate, analyze, and interpret data and facts to make reasoned judgments.

REQUIRED SKILLS/ABILITIES

- Ability to develop rapport and credibility at all levels of the firm and to collaborate across functional areas to work towards identified goals.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Demonstrated experience in independently assessing and resolving a variety of employee relations issues. Ability to coach employees and managers.
- In-depth knowledge of HR Laws and disciplines including recruiting, talent management, benefits, compensation practices, employee relations, training and development, diversity, performance management, FMLA, ADA Accommodations, and federal and state employment laws.
- Proficiency with Microsoft office professional software and ability to easily adapt to new systems.

The above lists are not necessarily exhaustive and may be supplemented or revised by NSPJ, at its sole discretion.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Human Resources, Business Administration, a related field, or equivalent experience required.
- Human resource management experience preferred.
- HR Certification a plus (PHR, SPHR, SHRM-CP, SHRM-SCP)

BENEFITS

Competitive pay based on the position and your related skills and experience, company paid Health Insurance, Paid Time Off (PTO), 401k, ESOP, and employee paid for benefits: Dental, Vision, Long Term Disability, and an FSA.

Email or mail resume and cover letter to Careers@nspjarch.com.

To learn more about NSPJ Architects visit our website: www.nspjarch.com.