



## **WILLIAM H. SADLIER, INC**

### **JOB DESCRIPTION**

**Position:** Human Resources Generalist

**Summary:** The HR Generalist is responsible for providing general support for the HR department across all HR activities, including payroll, benefits, recruiting, training, performance management, employee engagement, compensation and HR administration

**Reports to:** Senior Director of Human Resources

#### **Core Responsibilities:**

- Work with the HR Assistant on running the bi-weekly payroll process, including answering payroll questions from employees, facilitating resolutions to payroll errors, completing year-end reporting, and ensuring compliance with all relevant jurisdictions
- Oversee the administrative aspects of the company's recruiting process, including interviewing scheduling, liaising with candidates, monitoring and updating job boards, updating the onboarding tracker, ensuring background and reference checks are completed, preparing new employee files, and overseeing the completion of benefit documentation
- Oversee the administrative aspects of the company's offboarding process, including notifying relevant internal parties, completing termination paperwork, and collecting company property
- Oversee the administrative aspects of the company's benefits programs, including working with our vendor on open enrollment scheduling, answering employee questions, liaising with our healthcare providers as needed and ensuring proper linkage with the company's HRIS
- Work with the HR Assistant on administrative matters related to the company's 401(k) program
- Work with the HR Assistant on all HR files and databases to ensure they are accurate, up-to-date and in compliance with all relevant jurisdictions
- Work with the HR Assistant to oversee all aspects the company's HRIS (Paycom), including answering employee queries, ensuring data is accurate, and updating all documents in the system
- Play a lead role in the company's cultural and engagement activities
- Serve as a point person, along with the HR Assistant, for all employee questions
- Handle confidential information in a discrete and appropriate manner
- Perform other job-related duties as assigned

#### **Education, Experience, Skills Required:**

- Bachelor's degree
- 3-5 years' HR experience--payroll background and work with various HRIS strongly preferred
- Ability to effectively prioritize multiple activities in a fast-paced environment
- Customer-oriented mindset
- Able to effectively communicate (verbal/written) with both internal and external customers
- Strong team player
- Ability to handle sensitive information with discretion
- Excellent organizational and time management skills
- Detail-oriented--ability to review and edit documents and ensure they are accurate before distributing
- Strong moral and ethical compass
- Strong knowledge of MS Office

Company is an Equal Opportunity/Affirmative Action Employer.````