

## Human Resource Generalist

### Description

The HR Generalist helps enhance and encourage a highly effective, collaborative, and motivated work culture. The HR Generalist provides a wide variety of both complex and routine administrative services. The HR Generalist administers employee benefit plans including health and retirement plans. The HR Generalist works closely with staffing to ensure all facets of recruiting are successful. The HR Generalist provides administrative support to human resource functions as needed. The HR Generalist makes recommendations to senior management and helps lead the implementation of new ideas to continuously improve CREO's work environment.

### Responsibilities

- Assist Managers with recruitment and interview process, including phone screens, posting job ads, scheduling applicants, and preparing offer letters.
- Administer new employee on-boarding and orientation.
- Enhance and encourage a highly effective, collaborative, and motivated workforce.
- Provide personnel policy and procedure guidance to employees and management.
- Maintain up-to-date knowledge of federal and state employment law and compliance requirements.
- Help evaluate, select, and determine appropriate cost sharing for employee benefit packages.
- Coordinate open enrollments, changes, and training for employee benefits.
- Respond to employee inquiries regarding benefits, 401K, PTO, FMLA and general employee personnel issues.
- Assist management in necessary employee conduct investigations and disciplinary actions.
- Plan and coordinate employee meetings and group events.
- Maintain employee personnel records and employee handbook.
- Implement targeted training and development programs.
- Conduct exit interviews and process termination paperwork.
- Assist accounting with payroll, AOD time transfer, and garnishments.

### Qualifications

- Bachelor's degree in human resources or equivalent work experience.
- 2-10 years human resources experience.
- Skills in Microsoft Word, Excel, PowerPoint, Outlook, and Teams.
- Exceptional organizational and analytical skills and attention to detail.
- Excellent oral, written, and presentation skills necessary to communicate and work effectively with management and co-workers.
- Thorough understanding of both federal and state employment laws.
- SHRM Certification or working towards.

### Hiring organization

CREO Industrial Arts

### Job Location

Woodinville, WA

### Date posted

April 22, 2021