

## **HR Generalist**

The law firm of Levin Papantonio Rafferty is currently seeking an HR Generalist.

### **Position Summary:**

- **Mid-level HR position**

Reporting to the HR Director, the HR Generalist is responsible for providing administrative support to the HR department's management team (HR Director and Director of Administration).

### **Essential Functions:**

- Represent the Human Resources Department internally and externally by providing exceptional customer service through answering HR phone lines, providing information or routing inquiries to the appropriate person.
- Under the direction of the HR Director, maintain and updates benefits information, deductions, plan summaries, assists in benefits open enrollment activities and is the liaison for the employees with the insurance companies.
- Under the direction of the HR Director, help to run payroll bi-weekly.
- Handles handbook related/company policy issues.
- Facilitate new employee onboarding.
- Maintain employee files (both electronic & hard files), benefits enrollment/development.
- Facilitate termination checklists and related paperwork.
- Manage the electronic Exit Interview process to include running reports and providing exit interview data/summaries.
- Administer the Performance Review Process by sending out documentation for upcoming reviews, maintaining the database for completed reviews, maintaining files, etc.
- Review attendance/tardy records; provide recommendation on corrective actions for attendance/tardy issues.
- Responsible for ensuring the organization is compliant with various labor law posting requirements by reviewing changes and ordering appropriate posters.
- Assist with scheduling of employee meetings, room set-up, creating/distributing company announcements, mail review/distribution and day-to-day operations.
- Create or assist in preparation, organization and distribution of various reports, data and file maintenance.
- Keep confidential all information learned in daily job functions pertaining to the company and its personnel.
- Responsible for some invoices and check requests, as well as completing weekly/biweekly time clock calculations.
- Other duties as assigned including, but not limited to organization of employee appreciation events.

### **Qualifications**

- Bachelor's degree in Human Resources or related field (preferred).
- 1-3 years of experience as an HR Generalist or HR Assistant (preferred) or 3 plus years in an administration/management role.
- Excellent communication and presentation skills are necessary to positively interact with visitors, applicants and employees.
- Sound planning and organizational skills.
- Demonstrates strong character skills including, but not limited to being positive, respectful, resilient, motivated and strong customer service skills
- Knowledge and proficiency with Microsoft Office (Word, Excel, Outlook, PowerPoint) and proficient in operation of standard office equipment.
- This position is exposed to sensitive information that requires a high level of tact and confidentiality

**Salary based on experience. This is a great opportunity for an individual looking to further their career in HR.**

**We offer a competitive salary, as well as, an excellent benefit package such as 401(k), profit sharing, health, dental, LTD, life insurance, PTO and paid Holidays. Levin Papantonio Rafferty is an equal opportunity employer.**

**Please submit cover letter, resume and references to:**

**Cilia Barrett, [cbarrett@levinlaw.com](mailto:cbarrett@levinlaw.com) or submit online at [www.levinlaw.com](http://www.levinlaw.com)**