



OUR SERVICE IS OUR **ONLY** CONTRACT

Human Resources Generalist

Role

In this full-time role, the Human Resources Generalist will report to the Human Resources Director. The role is responsible for all functions related to processing payroll and employee benefits administration. Additional responsibilities will include contributing to the recruiting and onboarding of new employees and employee relations activities for existing employees.

Responsibilities

- Ensure that all employees are paid with accuracy and develop processes that continually improve the payroll process for all stakeholders. Manage the FMLA process, leaves of absence and long and short-term disability
- Administer employee benefit programs such as group health, dental, vision, 401(k) and wellness benefits. Coordination of unemployment and workers' compensation claims.
- Assists employees with enrollment of group benefit plans, provides excellent customer service to resolve employee claim questions and conduct education during orientation and open enrollment. Verifies all insurance billing, maintains employee files and ensures compliance with required benefit notices.
- Create and facilitate the full life cycle of the recruitment process within given area of responsibility to ensure the hiring of qualified candidates.
- Communication liaison for all HR and company programs, education and events. Handles day to day employment-related inquiries from employees and supervisors, referring matters to the appropriate staff where applicable. Will also be responsible for preparing and executing the annual employee engagement survey.

Skills & Values

This position requires high attention to detail, excellent interpersonal skills, good problem-solving skills, and the ability to multitask. The individual will also strive to fulfill the company values of honesty, integrity, excellence, and relationships.

To learn more, please apply online via the Employment Interest form located on our website or send your resume to HR@wmuniform.com.



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