



**WEBCO HR, Inc.**

Let Experience be Your Guide

## **HUMAN RESOURCES GENERALIST – MILL VALLEY, CALIFORNIA**

**WEBCO HR, Inc.** is seeking a Human Resources Generalist for one of our clients located in Mill Valley, California.

### **SUMMARY:**

The HR Generalist will be an integral part of the Human Resources Department, reporting to the Vice President of Human Resources. The Human Resources Generalist is responsible for performing HR-related duties on a professional level and works closely with Store Management while supporting designated locations. This position carries out responsibilities in the following HR areas: recruitment, onboarding, benefits administration, policy implementation, employee relations, performance management, training, affirmative action and employment law compliance.

This position will require a positive, creative, professional, empathetic, flexible, detail-oriented, people-focused individual with analytical skills and the ability to balance company and people-driven initiatives.

### **RESPONSIBILITIES:**

- Administers and maintains all human resources related activities within the employee cycle for specific locations including: recruitment, onboarding, benefit administration, compliance, performance management, employee relations, HRIS management, training and development, etc.
- Administers and ensures compliance of company policies and procedures.
- Ensures compliance with union contracts and guidelines
- Collects and maintains HR data related to benefits, training, recruitment, and makes recommendations for improvement.
- Participates in implementing department goals, objectives and systems.
- Processes paperwork for functional area according to established procedures.
- May prepare internal employee communications regarding benefits, status changes or company policies.
- Works closely with our Payroll department to ensure HR & Payroll records are accurate.
- Responsible for maintaining the integrity of all information in the HRIS system.
- Supports all teams as required: HR, Payroll, Finance, Management, Executive, etc.
- Balance multiple priorities and work under established timelines.

### **REQUIREMENTS:**

- 3-5 or 5-7 years of experience in California as an HR Generalist or similar position. The number of years experience will determine the level of the position.

- Bachelor's Degree in related field or equivalent related experience
- HRIS experience
- MS Office: Intermediate to Advanced level of MS Word, MS Excel, MS Power Point, MS Outlook.
- Local candidates only

#### Preferred Qualifications:

- Bachelor's degree in Human Resources, Business Administration and/or Industrial Psychology
- Fluent in verbal and written Spanish
- Experience with Ceridian – Dayforce HRIS
- SHRM Certification
- Union Experience
- Experience in a family-owned organization

#### Competencies:

- Demonstrate professionalism, confidentiality, and integrity.
- A demonstrated passion for bringing out the best in people.
- Strong ability to cooperate and work collaboratively towards solutions.
- Ability to adjust to competing priorities.
- Ability to speak in public settings, I.e. Employee Orientation
- Demonstrated ability to create effective written and spoken communications in both English and Spanish.
- Excellent project management and organization skills.
- Holds self-accountable for high-quality, timely, and effective results.
- Ability to fulfill project execution and follow up.
- Independent and reliable local travel 25% of the time.

#### **COMPENSATION:**

- Base Salary
- Full Benefits

#### **THE COMPANY:**

Founded in 1986, our client's markets are committed to providing the best possible shopping experience for customers and making a difference in people's lives through food.

The first market was in Redwood City, California, and carried only natural and organic products. They realized that customers wanted a place where they could get not only their natural and organic produce, meats, health and beauty products, but also conventional necessities such as vitamin-enriched cereals and popular name-brand products. Therefore, the concept of "Best of Both Worlds" was born. This marriage of Necessity & Passion Shopping sets our stores apart from most. Their roots remain in healthy, natural and specialty foods. Buyers work closely with local producers around the greater Bay Area to bring you high quality products in every aisle.

**WEBCO HR, Inc.** is an Equal Opportunity Employer