



## Human Resources Generalist

Chester County, PA

This Human Resources position is responsible for providing overall HR functions including: onboarding and recruiting new employees, maintaining employee HR records, insurance and benefits, workers compensation, payroll, promoting a positive working environment, ensuring compliance with all employment laws, policies and guidelines, and dealing with employee relations problems. Must have strong working knowledge of Human Resource Management principles and practices.

### Responsibilities:

- Prepares and communicates pay offers and ensures that compensation is within company guidelines.
- Interprets policy and guidelines, as well as consults with employees and managers on employee relations issues.
- Creates training programs and other materials used in new hire orientation, open enrollment and other training or activities.
- Works directly with Workers Compensation firm and oversees all workers compensation claims.
- Communicates directly with Legal Counsel on all Human Resource related issues.
- Administers employee health benefits and 401k plan.
- Ensures compliance with Federal and State laws, and adherence to Company policies and guidelines that involve employees, including I-9, FMLA, Affirmative Action, etc.
- Provides informed customer service from an HR standpoint to employees and applicants concerning all HR related issues.
- Tracks employee time off and regularly updates the employee files to ensure that all accrued and/or used PTO time is accurate.
- Ensures company payroll is prepared accurately and in a timely manner.

### Requirements:

- A Bachelor's of Science degree in Human Resources or Business.
- 5+ years of Human Resources Experience in a fast paced environment.
- English-Spanish bi-lingual preferred.
- Excellent computer skills and working knowledge of Microsoft Word, PowerPoint and Excel.
- SHRM Certification preferred.

**Please Contact:**  
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