

Jr. HR Generalist

Well-rounded, enthusiastic, collaborative, and passionate about HR?

IET Corporation is searching for a junior level HR Generalist interested in growth to support both employees' needs while working closely with the Operations team to support business deliverables.

Responsible for:

- Benefit Administration including Healthcare Reform Compliance
- FMLA Administration
- New hire paperwork processing
- Onboard New employees
- General administrative tasks
- Troubleshooting any/all benefits, new hire with our vendors and health broker
- Recruiting support: posting jobs, background checks, employment references, preparing and mailing offer letter packets
- High volume of data entry
- Works with HR and OPS team to help build morale and facilitate effective work relationships, productivity and retention
- Collaborates with HR and Operations to create efficiencies, create workflow, training and resource documents
- Conducts recruitment effort for all exempt and nonexempt personnel, students, and temporary employees; conducts new-employee orientations;
- Establishes and administers career path and training programs with local and regional educational technical schools resources.
- Employee relations counseling, outplacement counseling, and exit interviewing;

Qualifications:

- 3+ years in a professional HR role with progressive responsibility
- Knowledge of local and Federal Employment Law
- Pro-active, big picture, creative problem-solver
- Collaborative, self-motivated team player
- Extremely organized with fine attention to detail
- Excellent follow-through and customer service skills required
- A strong sense of urgency with the ability to juggle multiple priority responsibilities
- Strong verbal and written communication skills including creating documentation and distilling key points
- Must have a good sense of humor and remain calm and positive under pressure
- Ability to analyze trends and create metrics and develop solutions to help shape HR practices and evolve policies
- Proven success in a corporate environment
- Interested in growth and supporting a developing business
- Flexible schedule-must be available to respond to calls, texts and emails after hours as needed
- Degree in HR or related field and PHR Certification preferred

If you feel that you are a qualified candidate for this position, please submit an application as well as an updated resume. Applications are available on our website at www.ietcorp.us