



Job Title: Human Resources Generalist
Department: Human Resources
Location: Pittsburgh, PA

Summary of the Position:

The Human Resources Generalist professionally performs a variety of HR duties, providing full generalist support in multiple functional areas of Human Resources including benefits and compensation administration, HR information systems, recruitment and on-boarding, and employee relations.

Primary Functions of the Position:

- Assists with employee benefits administration, including open enrollment, ongoing employee changes, follow up on employee inquiries, routine vendor communication, and reporting
- Assists with compensation administration, including annual compensation review and ongoing base pay administration
- Accurately and efficiently maintains employee data in HR records / employee files and on applicable HR information systems, ensuring accuracy and data integrity
- Assists with payroll processing
- Assists with employee on-boarding, including new employee orientation and follow up with employees on benefit, payroll, policy, and self-service topics to support successful employee on-boarding
- Assists with recruitment activity including posting jobs, monitoring responses, pre-screening candidates, scheduling interviews, and coordinating background and credit checks
- Fully participates in HR compliance reporting and audits
- Performs additional HR duties as assigned

Education and Experience Requirements:

- Bachelor's Degree in Human Resources or related field.
- Minimum 5 years of demonstrated HR professional experience

Essential Skills and Abilities:

- Excellent interpersonal and both verbal and written communication skills
- Ability to manage priorities with deadlines while maintaining confidentiality and attention to detail
- Ability to work independently
- Strong understanding of Human Resources best-practices.
- Proficiency in Microsoft Office products

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