



## HR GENERALIST - MIAMI, FL

**It's fun to work in a company where people truly BELIEVE in what they're doing!**

*We're committed to bringing passion and customer focus to the business.*

### **Job Summary:**

The Human Resource Generalist is a full-time position responsible for performing HR-related duties on a professional level, working closely with senior HR management in supporting HR and benefit functions. This position carries out responsibilities in the following areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, and employment law compliance.

### **Duties and Responsibilities:**

- Administers various human resource plans and procedures for airport personnel; assists in the development and implementation of personnel policies and procedures. Recommends new approaches to continually improve efficiency and services performed for the organization.
- Participates in developing organizational goals, objectives and systems and monitors the performance evaluation program and revises as necessary.
- Administers the compensation program. Manages LWO (Living Wage Ordinance) requirements for all cities and states where airport personnel work, and administers LWO compensation changes as per regulations.
- Performs benefits administration, including claims resolution, change reporting, approving invoices for payment and communicating benefits information to employees. Manage the Open Enrollment process and handle system integrations with benefit vendors in Workday.
- Manage Workers Compensation claims; Coordinates with Operation Managers back to work program.
- Monitors unemployment claims.
- Conducts recruitment effort for all exempt and nonexempt personnel, and temporary employees. Maintain all the recruitment metrics and reporting. Schedule new hire for Drug Test and Manage Background Checks.
- Conducts new-employee orientations
- Handles employee relations counseling, outplacement counseling and exit interviewing.
- Participates in administrative staff meetings and attends other meetings and seminars.
- Maintains company organization charts and the employee directory.
- Maintains human resource records as well as employee electronic and hardcopy files. Creates and disseminates HR and Benefit reports from Workday.
- Maintains compliance with federal, state and local employment and benefits laws and regulations.
- Other related projects as assigned.



### **Competencies**

- Ethical Business Practices.
- Cultural Awareness.
- HR Expertise.
- Relationship Management.
- Professional Demeanor
- Outstanding written and oral communication
- Exceptional customer service focus
- Ability to handle confidential material and changing priorities
- Ability to work with various levels of management
- Ability to multitask

### **Qualifications and Skills**

- A bachelor's degree and three to five years of HR experience, or a master's degree in HR management and two years of experience in the HR field, or seven years of experience in the HR field, or any similar combination of education and experience.
- 3-5 years' experience in Employee Relations issues and grievance management
- Experience with Human Resources systems including Workday and Kronos
- Intermediate level of expertise in Excel (VLOOKUP's, pivot tables, formulas)
- Intermediate to expert level of Microsoft Word
- Workday and Kronos experience a plus

### **Physical Requirements**

- Walking, standing, sitting in normal office environment
- Lifting up to 15 pounds
- Stooping and bending while filing folders
- Duties, responsibilities and activities may change at any time with or without notice.
- Flexibility to travel at least 35% of the time

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