JOB DESCRIPTION
HUMAN RESOURCES GENERALIST

This position supports the Human Resources Director in all aspects of managing the daily duties including maintaining personnel files, onboarding/offboarding, designing, planning, implementing, and maintaining human resources programs, policies, and procedures. The human resources Generalist will assist in the administrative support of the day-to-day operations.

KEY RESPONSIBILITIES

- This role serves as the first point of contact for employees and external vendors for all human resources inquiries and requests; this includes vendor payments, maintenance of timekeeping system, responding to audit requests, liaising with benefits administrator, and troubleshooting various internal systems as the subject matter expert.

- Assist employees with resolving issues regarding benefits, compensation, and some employee relations issues by providing needed information or escalating concerns in accordance with defined processes.

- Support payroll administration to ensure timesheets are accurate for part-time staff by assisting employees with related questions, help to troubleshoot issues, data requests and discrepancies.

- Assists with the organization of annual open enrollment communications and elections process. Maintains and distributes a list of new and canceled employees under each benefit plan.

- This position frequently coordinates with operations and the executive office to schedule meetings and trainings. Organize speaker travel/lodging, obtain catering and equipment rental services, vendor payment, prepare handout materials for the audience, provide audio & video presentation support, and event breakdown.

- Partner with operations and IT on employee onboarding and offboarding. Arrange orientation for new hires.

- Maintain Department of Labor & State of Georgia compliance workplace posters.
• Prepare and submit reports relating to general human resources activities as required. This position frequently partners with the finance and accounts payable team to complete and generate reports for audits.

• Act as key member of the safety and operations team to document and assist in creating policies to ensure a safe work environment.

**KNOWLEDGE, SKILLS & ABILITIES**

• Knowledge of personnel and compliance records management.
• Strong analytical and problem-solving skills.
• Excellent verbal, written, and interpersonal communication.
• Ability to maintain confidentiality is required.
• Exemplify critical thinking skills.
• Strong communicator exhibiting a high degree of confidentiality, professionalism, initiative and independence.
• Interpersonal skills with both internal and external team members.
• Project management skills required.
• Knowledge of human resource processes and best practices.
• Familiarity with social media recruiting.
• Excellent organizational and time management skills.
• Performs other duties as necessary when directed to do so to support business needs.

**EDUCATION & EXPERIENCE**

• Bachelor’s degree in Human Resources, Business or related field with 3 to 5 years’ experience or equivalent progressive work experience with 5 to 8 years in human resources. Proficient in Outlook, Excel, Word, PowerPoint, DocuSign, HR databases and HRIS systems. Proven experience as an HR Generalist.

*Resumes should be submitted to jobs@investatlanta.com.*

*Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to minorities, females, disabled and veterans are encouraged to apply.*