

Job Description:

The Human Resources Generalist is responsible for performing HR activities related to onboarding, employee relations, regulatory compliance, benefits, workers comp, unemployment, employee records, payroll, and company policies/procedures.

Responsibilities:

- Completes a variety of projects for the Director of Administration.
- Creates forms, manuals, documents and presentations based on varying needs.
- Responds to human resource related calls or emails.
- Files workman's compensation claims for corporate stores.
- Responds to all corporate store unemployment claims.
- Completes employment verifications and medical support orders.
- Assists in managing, tracking and administering in-house and corporate store benefits, including time off and insurance.
- Reviews and submits insurance invoices for corporate stores and processes COBRA notices.
- Maintains company directories, checklists and 'how-to' documents.
- Participates in weekly HR meetings.
- Collectively oversees onboarding through talentReef as well as activity in Employment Screening Services for MVRs and Background Checks.
- Assists in facilitating staff meetings, work events, manager training programs, and franchisee orientations.
- Handles management changes at corporate stores by updating records, changing access to onboarding and payroll programs, providing time off, processing insurance enrollments, and notifying the appropriate contacts.
- Assists corporate store managers and in-house employees with employee portal issues and/or processes.
- Participates in recruiting and interviewing potential candidates in-house.
- Conducts in-house onboarding and orientation.
- Oversees the performance review process for 30-day, 60-day and annual reviews in-house.
- Updates job descriptions for corporate stores and in-house.
- Participates in investigating employee and compliance issues.
- Collectively implements and improves company procedures and processes.
- Participates in the revision of policies and handbooks for corporate stores and in-house.
- Conducts research and attends seminars/webinars regarding HR laws and regulatory compliance.
- Maintains knowledge of legal requirements for corporate stores and in-house.
- Completes surveys and reporting for the Bureau of Labor Statistics & U.S. Census Bureau.
- Other duties as assigned.
- The job may require occasional travel from time-to-time, but not on a regular basis.

Required Skills & Experience:

- A Bachelor's degree in Human Resources
- At least 2 years of experience in a similar role
- Strong verbal and written communication skills
- Ability to work both independently and in a team to complete a task
- Exceptional attention to detail
- Excellent interpersonal and problem resolution skills
- Strong organizational and time-management skills
- Ability to accurately follow instructions
- Proficiency with Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Experience with ADP Workforce Now is preferred

Physical Demands:

- Frequent sitting.
- Repetitive mouse and keyboard use along with visual demands.

Performance Measurement:

- Accuracy and integrity of work.
- Timely Completion of assigned tasks and annual goals.
- Ability to continually develop skills and adapt to new technologies and techniques.
- 30 day, 60 day and annual reviews.
- Attendance record.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change at any time with or without notice.

If interested in this position at Jet's America Inc, please submit a resume to resumes@jetspizza.com.

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