



Blues City Brewery, LLC

JOB POSTING

Job Title: Human Resources Generalist
Department: Human Resources
Reports to: Human Resources Manager

POSITION SUMMARY

The provides point of contact customer service and support to the human resource function and the organization. Human Resource Generalist

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Associate Relations
 - Assist employees with payroll or benefit questions
- Understands and applies basic HR laws and regulations
- Monitors and provides for consistent and fair application of rules and policies
- Provides training and coaching related to HR policies and procedures
- Fosters employee/company and company/community relationships
- Complete employment verification requests
- Complete Unemployment questionnaires as directed by Human Resources Manager
- Serve on committee member for Wellness and Social Committees
- Support HR efforts in areas of:
 - Compensation planning
 - Performance Management
 - Succession Planning
 - Training
 - Policy creation and implementation
 - Data analysis
 - Maintain CBC internal phone list
 - Assist in labor tracking
- Assist with recruiting, hiring and on-boarding
 - Review and update job descriptions
 - Coordinate, evaluate, improve relevant processes
 - Maintains position postings and advertisements
 - Screen candidates
 - Assist Human Resource and Department Managers in selection of employees

Benefits Administration – assist employees with questions and completion of benefits paperwork for the following benefit programs:

- Health
- Dental
- Life, Disability
- Ancillary benefits
- COBRA administration
- Administration of employee 401k plan and Flexible Spending Account
 - Assist employees with questions regarding their 401K benefit programs
 - Ensure that appropriate paperwork is sent to Corporate in a timely manner

- Assists employees with hardship withdrawal paperwork and forward necessary paperwork
- Assist employees with any questions they may have and filing of FSA claims to our outside vendor

This position description is intended to guide the activities of the Human Resources Generalist. It is not intended to limit the thinking and creativity of the person to the work of this function, nor is it intended to describe all the work that may be required of the person in this position.

QUALIFICATIONS

- Associate's degree in Human Resources Management required; Bachelor's degree preferred
- 3 years of Human Resource related experience is preferred
- 3 – 5 years of payroll and benefits experience required
- Working knowledge of state and federal employment law and regulations required
- Experience administering health and welfare benefits and handling day-to-day employee relations issues
- Experience working with worker's compensation, FMLA, COBRA, and HIPAA programs
- A demonstrated customer service orientation
- Strong verbal and written communication skills
- Must be able to prioritize an assigned work load
- Must be able to handle a number of assignments and responsibilities while managing interruptions and changing priorities (multi-tasking)
- Proficient in Microsoft Office software (Word, Excel, Outlook, PowerPoint)
- Effective analytical, problem solving, administrative and organizational skills
- Must be willing to perform tasks listed in other pay grade job descriptions as required

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle (or feel) objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision requirements: in close vision and the ability to adjust focus.

Employee Signature

Date