

HR Generalist (Remote Position)

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$28.50 to \$33.00 hourly

Employment status: Contract / Temporary to Hire

Description

We are offering a contract to hire employment opportunity for an HR Generalist in Irvine, California. This role is situated in the human resources industry and involves performing specialized and administrative duties in designated human resource programs or regional areas. The HR Generalist will be responsible for providing high-level support in the administration of a human resources program and advising management on the formulation and administration of plans and policies for human resource activities.

Responsibilities:

- Engage in company culture that emphasizes quality of work and high performance
- Administer various human resources plans and procedures for all company personnel; assist in development and implementation of personnel policies and procedures
- Manage the employee life cycle process from beginning to end: coordinate the processing of new hire paperwork, enforce HR policies and practices, conduct terminations
- Handle employee relations counseling and exit interviewing
- Consult with line management providing HR guidance when appropriate
- Establish and maintain personnel records for all employees
- Participate in developing department goals, objectives and systems
- Communicate benefit information to employees and assist in reporting and changes affecting carrier invoices
- Participate in pulling information needed for various reports
- Recommend new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed
- Maintain compliance with federal and state regulations concerning employment
- Perform research in specific areas as requested
- Complete special assignments as needed, such as departmental audits, acquisitions, etc.

Requirements

- Demonstrated experience in an HR Department
- Proficiency in HR Compliance procedures and regulations
- Thorough understanding and experience with HR Systems
- Knowledge of HRIS - Human Resources Information Systems
- Proven track record in Human Resources (HR) Administration
- Experience in Corporate Recruiting
- Excellent communication skills, both verbal and written
- Strong interpersonal skills with the ability to build positive relationships at all levels of the organization
- Ability to handle sensitive information with discretion and maintain confidentiality
- Strong organizational skills with the ability to manage multiple tasks simultaneously
- Proactive problem-solving skills and the ability to make sound decisions
- Bachelor's degree in Human Resources or a related field is preferred
- Professional HR certification (PHR, SPHR, SHRM-CP, SHRM-SCP) is beneficial.

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