



HUMAN RESOURCES GENERALIST

Location: Live Oak, FL(Hybrid)

FLSA Classification: Full-time Exempt

Work hours: Monday through Friday, 8:00am to 5:00pm; occasional evening and weekend work may be required as job duties demand.

Job Summary

The Human Resources Generalist at FI-CON will ensure effective delivery of HR core processes and compliance with relevant company guidelines, policies and practices for its team across Florida and Georgia. This role will be responsible for coordinating and executing activities in the areas of HR administration, employee relations, talent acquisition, policy development, performance management, training and development. This is a hands-on position who will interface with both employees and management.

Essential Functions

- Manage all HR administrative day to day activities to include, ensuring data integrity of the PEO system, compensation, benefits and policies.
- Initiate any payroll changes associated with new hires, terminations, promotions, leave of absence, etc. within the PEO system as needed, ensuring data integrity.
- Work closely with finance to ensure payroll is processed timely and accurately.
- Identify organization's needs and work to create and implement an efficient talent acquisition strategy to improve recruitment and business performance.
- Manage the full-cycle recruitment processes across multiple locations, working with managers to ensure job descriptions are up to date, job postings, resume review and selection support.
- Responsible for ensuring the Culture Index tool is an integral part of the talent management process.
- Identify and develop key outreach sourcing initiatives to ensure a constant pipeline of talent and diverse applicants. Oversees internal and external recruitment and placement activities and relationship building with businesses, community service agencies, colleges, employment agencies, and search firms.
- Conduct the employee onboarding process, ensuring milestones are met and help organize required training initiatives per company guidelines with Safety Manager.
- Provide support to employees and management with various employee relations topics such as, policies, compensation, benefits, complaints, conflicts and resolve any issues that may arise.
- Assist with HR programs to help drive employee engagement and help promote a positive workplace.
- Review annual benefits offerings from PEO (health and financial) and work with CFO and Owner to make final determinations and communicate with employees.
- Assist in development and implementation of human resource policies.
- Manage, administer and communicate the annual employee performance review process.
- Provide guidance to leaders to ensure compliance with labor regulations.



Competencies/Essential Skills

- **Computer and Technical Skills:** Embrace and adapt to technology required to fulfill responsibilities of this position, to include Microsoft Office Suite, HRIS Systems and other internal softwares.
- **Organizational skills:** Ability to manage the needs of the team as well as ensure projects are meeting timelines/goals set for clients/customers.
- **Written and verbal communication skills:** Ability to work effectively with other team members. Capable of representing the company publicly in a professional manner.
- **Time Management:** Develop, organize, plan and have time management abilities to utilize, solve problems creatively, manage/schedule multiple priorities, and adherence of deadlines.

Travel

Travel to and from job sites as needed to support employees (up to 10%)

Physical Demands

- This job primarily operates in a professional office setting, and will visit sites as needed.
- Frequent use of standard office equipment, such as computers, phones, copiers, and scanners.
- Must be able to bend and lift and carry up to 10 pounds.
- Frequently exposed to wet and/or humid conditions at work sites
- Occasionally exposed to moving mechanical parts; fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, risk of electrical shock, and vibration.
- The noise level in the work environment is usually loud in the shop.

Required Education and Experience

- Bachelor's degree in Human Resources, Business Administration, or a related field required with a minimum of at least 3 years of human resource experience
- Must maintain information with accuracy and have strong attention to detail
- Strong Knowledge of employment/labor laws
- Desire to work as a team with a results driven approach
- PHR or SHRM-CP preferred

Affirmative Action/EEO statement

We are an equal employment opportunity employer and do not discriminate against any person because of race, color, creed, religion, national origin, political affiliation, sex, gender identity or expression, sexual orientation, age, disability, genetic information, or other reasons prohibited by law (referred to as "protected status"). This nondiscrimination and opportunity policy extends to all employment actions such as promotions, compensation, benefits and termination of employment.

Other duties

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