

Rosewood Corporate Administration, Inc.
Job Description

Organization: Rosewood Corporate Administration, Inc.
Job Title: Human Resources Generalist
Department: Human Resources
Reports To: VP Human Resources
FLSA Status: Non- Exempt
Prepared Date: 9/18

GENERAL PURPOSE OF JOB

The HR Generalist is responsible for performing HR-related duties on a professional level and works closely with the VP of HR in supporting the organization. Administers employee health and welfare and retirement plans and acts as liaison between employees and insurance providers and TPAs. Resolves benefits-related problems and ensures effective use of plans and positive employee relations. Other responsibilities will be included in the following functional areas: compensation, recruiting/employment, onboarding, performance management, policy implementation, compliance and employee relations. Provide backup to payroll administration.

This position requires an extremely perceptive person who is capable of relating to individuals at all levels within the organization. They must be sensitive to the business needs, as well as employee goodwill.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Responsible for the administration of benefits for new hires, terminations, and status changes
- Responsible for the onboarding process for new employees
- Communicate with and advise employees and managers in a customer service fashion
- Assists in evaluation of reports, decisions and results of department in relation to establishment of goals
- Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed
- Respond to federal and state agency inquiries
- Ensure personnel files and plan benefit records are in order
- Maintain payroll / HRIS system and compile reports as needed/requested
- Prepare and distribute communication materials for annual open enrollments, orientations, on demand requests, regulatory and plan changes
- Responsible for all annual Form 5500 filings and discrimination tests
- Responsible for COBRA administration
- Process monthly billings from insurance providers. Complete reports for accounting and management
- Responsible for ACA and ERISA benefits reporting requirements
- Assist with coordination of annual benefit renewals, open enrollment process, communication of the plans and required notices, and process changes timely
- Serve as coordinator between flexible spending account vendor and employees regarding claims
- Responsible for the Rosewood Occupational Benefit Program
- Respond to internal and external correspondence and inquiries via phone or e-mail from employees, managers and third party administrators
- Assist with recruitment of new employees
- Assist with performance management process
- Assist with compensation analysis including completion of surveys for market data

- Maintain company organization charts
- Assist with employee events such as anniversary and holiday luncheons
- Keep management advised of potential problem areas and recommend solutions as appropriate
- Acts as an employee relations specialist
- Backup for payroll administration
- Other duties as assigned

QUALIFICATIONS AND SKILLS REQUIRED OR PREFERRED

1. Bachelor's degree and 4 years of HR experience or 6 years of experience in HR as a generalist, or any similar combination of education and experience. Must have experience with benefits administration
2. SHRM or HRCI Certification required
3. Advanced computer skills with MS Office, included excel
4. Must be able to use tact and discretion in handling confidential information
5. Must have a high level of interpersonal skills with a customer service and team player style.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions 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 regularly required to sit and use a computer and communicate effectively with others. The noise level in the work environment is usually moderate.