

## **HR Generalist**

OxyGo HQ Florida LLC is a fast-growing manufacturer that is looking to fill a full-time position in our Westlake, Ohio facility. We provide a friendly, clean, and safe work environment for our associates and are looking for a highly motivated and reliable individual. This position is solely responsible for all the HR activities as well as the Payroll functions for our small company with offices in Ohio, Florida, and Arizona.

### **Responsibilities:**

- Assisting with weekly payroll management and accuracy
- Daily monitoring of employee health assessments
- Preparing or updating employment records related to hiring, transferring, promoting, and separation/termination
- Explaining human resources policies, procedures, laws, and standards to new and existing employees
- Ensuring new hire paperwork is completed and processed
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Processing all personnel action forms and ensuring proper approval
- Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks
- Interviewing applicants, administering pre-employment tests
- Assisting with completing background investigations and other pre-hire requirements
- Processing transfers, promotions, and terminations
- Writing job descriptions
- Maintain communal areas for COVID requirements

### **Required Skills:**

- Proficient in MinuteMen (Chronos) payroll/employee records program
- Demonstrated understanding and application of compliance rules and regulations
- Strong interpersonal and relationship building skills
- Proficient skills with Microsoft Office
- Influencing ability with employees and managers
- Excellent verbal and written communication skills

### **Education and Experience**

- Bachelor's Degree in Business, or equivalent experience
- 1 year of Human Resources experience in EEO, AA and ADA compliance
- Demonstrated knowledge of employment laws
- Demonstrated knowledge of HR policies, practices, and principles

### **Benefits:** - *waiting period will apply and vary per benefit*

- Paid Holidays
- PTO
- 401K
- Medical insurance
- Dental insurance
- Life insurance
- LTD insurance

### **Compensation:**

- Commensurate with experience and salary history

### **Benefit Conditions:**

- Only full-time employees eligible

### **Work Remotely:**

- No

### **COVID-19 Precaution(s):**

- Temperature screenings
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place

### **Requirements**

- Background check
- Drug screening

*Equal Opportunity Employer*