

HUMAN RESOURCES GENERALIST

Department: Admin
Classification: Non-exempt
Revised: January 2019

Reports to: HR Manager
Company: All States Asphalt, Inc.

Position Summary:

Provide support for the Human Resource/ Payroll functions for All States Asphalt, Inc. and all subsidiaries and affiliates with a focus on facilities in Maine.

Essential Functions:

Performs any functions necessary, within scope of authority and expertise, to ensure the highest level of service and responsiveness with regard to HR and PR policies, questions, and concerns. Recognizes the need for discretion with highly confidential company and employee information.

1. Will coordinate all aspects of recruiting, hiring, and onboarding of employees with Hiring Managers and Human Resource Manager
2. Will regularly attend recruiting events and activities
3. Will be the primary processor of payroll for employees of Maine.
4. Provide back up support for payroll and human resources as necessary.
5. Assist in administering company Health & Welfare Benefits programs including S125 health and dental, STD, AD&D, COBRA, 401(k), EAP. Evaluate and recommend modifications to benefits programs.
6. Ensure compliance with all applicable federal and state employment related legal requirements and ASMG policy and procedures.
7. Participate in the development and implementation of strategic plan objects and HR department strategies, goals, technology, policies and procedures.
8. Provides day to day benefits administration services, assists employees with questions, develops and schedules benefits orientations and other benefit training.
9. Keep abreast of changing federal, state, and local employment, wage and salary laws and regulations.
10. Will travel 25% of time to recruiting events, facilities, corporate trainings, etc.

Other Accountabilities/Responsibilities:

Performs related and unrelated duties as may be required.

Position Requirements:

Bachelor's degree in Human Resources Management or related field. Minimum of 2-5 years' experience with general human resource tasks. Must be highly motivated, sound judgment, ability to multi-task. Exceptional organizational, analytical, interpersonal, oral and written communication skills. Working knowledge of human resources practices and laws affecting administration. A valid driver's license and reliable transportation. Must pass a background check, physical and drug screen.

Supervisory Scope:

None

Independent Action:

Performs work independently within scope of established guidelines and practices. A certain degree of discretion and latitude are expected, however consults with Human Resource Manager or Payroll Manager where clarification or exception to procedure may be required.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Any physical demands or work conditions 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.