

HR Generalist

OPPORTUNITY

Ainira Industries is currently seeking expression of interest for a HR Generalist position in Houston, Texas.

JOB DESCRIPTION

HR Generalist will perform duties at the professional level in some or all of the following functional areas: employee relations, training, employment, affirmative action, and employment equity program, benefits management, and payroll functions. This position requires an extremely perceptive person who can relate to individuals at all levels within the organisation. The HR Generalist must be sensitive to corporate needs, employee goodwill, and the business requirements.

RESPONSIBILITIES

- Maintains all employee and applicant documentation as dictated by governing agencies
- Manages and tracks all employee disciplinary action, and attends unemployment hearings when necessary
- Coaches, counsels, and guides managers before executing employee disciplinary actions
- Maintains and processes all Unemployment Notices of Entitlement and potential charges in a timely, efficient manner
- Assists with recruitment tasks as needed including the reviewing of applications and interviews
- Acts as an employee relations specialist
- Monitors tardy and absenteeism reports and ensures proper documentation is issued on employees who have excessive tardiness or absenteeism problems
- Reports vacation, sick, personal day and holiday use to payroll and scheduling; maintains and distributes report of same
- Maintains employee personnel files, and updates and distributes the employee phone list
- For US operations, ensures compliance with USCIS Form I-9 Employment Eligibility Verification; periodically audits Forms I-9
- Distributes and monitors employee performance evaluations and ensures they are done in a timely manner (i.e. three months, six months, one year, and yearly thereafter)
- Updates, monitors and maintains eligible salary adjustments/increases based on three- and six-month and one-year evaluations
- Reports, maintains and monitors all workers' compensation case files; follow-up on open cases
- Monitors employee eligibility for benefits plans; reviews benefits with employees and processes enrolment, cancellation or changes

- Organises and manages annual open enrolment communications and election process
- Maintains and distributes a list of new and cancelled employees under each benefit plan
- Verifies benefit billing accuracy and processes for payment
- Administers group health plans
- Maintains and coordinates employee recognition programs
- Other duties as assigned

SKILLS and ABILITIES

- Bachelor's degree in human resources or related field or the equivalent years of experience
- 3-5 years of human resources experience, preferably in a startup culture
- 2-4 years of experience in the administration of benefits and compensation programs and other human resource programs
- Business Acumen
- Communication
- Consultation
- Critical Evaluation
- Ethical Practice
- Global and Cultural Awareness
- Relationship Management

COMPENSATION

The Company offers a competitive compensation and benefits package.

APPLY

Click "Apply" below or use form in the Contact section – quote the reference number HR-COR-0018. Only the shortlisted candidates will be contacted. Thank you for your interest.