

Position: Human Resources Generalist

Location: Lewiston, ME



Position Summary:

Under the direction of the Elmet Director of Human Resources, this position serves as an HR Generalist with a primary focus on maintaining accurate information in the ADP payroll and HRIS system, as well as the recruiting and staffing function, benefits, safety/workers compensation.

Key Responsibilities/Duties:

The HR Generalist is responsible for the administration of the following HR activities:

- Administration of Payroll (ADP) and reporting (ReportSmith) for hourly employees
- Coordination of Safety/Workers Compensation Program. Responsible for the timely reporting functions.
- Recruiting and hiring of new employees, including pre-employment screening
- New hire orientation to promote positive work environment and culture
- Processing all paperwork for new hires
- Administers hourly and salaried employee benefits, including health, dental, 401K, pension
- Reconciliation and processing of all monthly benefit charges
- Employee relations, including terminations and disciplinary counseling
- Performance appraisal process, employee training and development
- Employment Issues -Coaching, compliance, consistency
- Miscellaneous responsibilities including: Employee Recognition, Community activities
- Ensures company compliance with all HR laws at local, State and Federal levels
- Works closely with the HR Director to handle day to day hourly employee and labor relations matters
- Assists with the preparation of grievance hearings, arbitrations and collective bargaining.
- Performs other duties as assigned

Job and Educational Requirements:

The ideal candidate should possess the following:

- Bachelor's Degree
- 3-5 years of human resources experience, preferably in a union based facility and/or manufacturing environment.
- PHR or SPHR certification a plus
- Significant experience with ADP and Report Smith preferred
- Proven ability to handle matters with confidentiality and professionalism.
- Full understanding of HR policies and procedures.
- Proficient with Microsoft Office products, including Word, Excel, Power Point.

Benefits:

- Insurances: Health, dental, life, disability, 401K
- Paid Time Off: Vacation, Sick/Personal, Holidays

To be considered for this opportunity, qualified candidates should forward their resumes in MS Word or Adobe PDF format to: hr@elmettech.com