

Human Resources Generalist - Northeast

Hazle Township, PA

To Apply, Visit: <https://careers.hireology.com/leadcarsystemsinc/2607939/description>

LeadCar Systems, Inc. provides a wide range of administrative services and specialized solutions to various other businesses, including private capital, automotive retail and real estate companies. This position offers flexibility through a hybrid work model, but will be required to primarily to report to work onsite at our dealerships in Pennsylvania.

To learn more about our company, please visit www.leadcar.com.

Salary:

Up to \$75,000/year dependent on experience.

Job Summary

LeadCar is seeking an experienced Human Resources Generalist to be responsible for all aspects of Human Resources related functions including talent management, compensation and benefits, employee relations and performance management for our Northeast locations, including LeadCar Toyota Hazleton, LeadCar Honda Hamburg, LeadCar Chevrolet Yorkville, LeadCar Buick GMC Utica, and LeadCar Honda Yorkville.

Under the direction of the Human Resources Manager, this position will carry out routine and complex assignments requiring comprehensive knowledge in human resources and of the organization in order to interpret and apply policies, as well as develop recommendations for change.

Primary Responsibilities

Talent Management:

- Attract and retain top talent through effective talent management practices to include creating job postings, screening candidates, scheduling and conducting interviews, checking references and preparing conditional job offers.
- Partner with hiring managers to understand their needs, recommend recruitment strategy and assist with hiring decision.
- Analyze candidate background and interview materials and assess organizational fit to highlight pros and cons of candidates for hiring managers.

- Assist in development of behavioral-based interviewing materials.
- Coordinate and conduct new hire orientations and exit interviews.
- Ensure the accurate and timely completion of all required new hire forms, policies and trainings.
- Process new hires, terminations and employee changes. Partner with the Payroll Administrator to review changes to employee information.
- Maintain Applicant Tracking System (ATS), organizational charts and other relevant employee information and reporting.

Compensation & Benefits:

- Prepare and analyze pay plans and job descriptions, ensuring compliance with wage and hour laws and regulations.
- Advise and assist management and employees with benefit questions. Act as a liaison between employees and insurance providers to resolve benefit related issues and ensure positive relations.
- Process time-off requests through HRIS including FMLA, Worker's Compensation and ADA. Partner with the Payroll Administrator to maintain alignment with benefit programs.
- Administer benefits plans including enrollments, terminations and changes.
- Process monthly billings for all benefit plans. Review bills for accuracy and compile reports as needed.
- Coordinate quarterly retirement plan enrollment meetings.
- Communicate initial enrollments and qualifying events with COBRA Administrator and reconcile accounts receivable account.
- Prepare worker's compensation paperwork and conduct thorough investigation of all reported injuries.
- Process unemployment insurance paperwork in a timely manner.
- Ensure compliance with governmental regulations and reporting requirements covering the benefit plans.

Performance Management:

- Partner with managers to coach them with employee performance evaluations.

- Facilitate coaching sessions with managers, assisting with motivating employees, communicating performance and appropriately addressing and resolving employee issues.
- Serve as employee relations advisor by doing intake of the issue, researching any necessary information, soliciting any necessary resources and providing advice as needed.
- Create Performance Improvement Plans (PIPs) in conjunction with managers to give employees the opportunity to succeed while still holding them accountable for past performance.
- Ensure managers have open dialogue and provide consistent feedback.
- Work with managers to review and recommend terminations. Exercise care that reasons are well documented and are not arbitrary or discriminatory.

HR Support:

- Demonstrate exemplary integrity, serving as a role model in exuding trust and honesty and maintaining the highest professional standards.
- Maintain a personal demeanor consistent with Company culture, contributing to a positive, supportive work environment for all Company team members.
- Strive to make a positive impact in the organization on a consistent basis.
- Work collaboratively with Company team members through transfer of knowledge and building effective business relationships.
- Serve as an advisor to employees and managers with human resources policies and procedures. Assist in development, implementation and maintenance of policies and procedures.
- Maintain and monitor access to all human resources related files including personnel, medical, unemployment and other related employee files.
- Complete verification of employment requests.
- Stay abreast of federal, state and local employment regulations. Perform all other special projects and duties as assigned.

Qualifications

Education and Experience:

- A Bachelor's degree in Human Resources or related field with a minimum of 1 year related Human Resources experience or equivalent combination of education and experience in Human Resources required.
- 3+ years Human Resources experience preferred.
- Professional in Human Resources (PHR) certification preferred.

Knowledge, Skills and Abilities Required:

- Advanced knowledge of human resources principles and government reporting requirements including related federal and state regulations, filing and compliance requirements.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook).
- Strong computer aptitude with ability to learn new software.
- Excellent communication and interpersonal skills.
- Excellent time management and organizational skills.
- Excellent problem-solving capabilities and analytical skills.
- Ability to adapt to changes in a fast-paced work environment with frequent interruptions, changing priorities and multiple deadlines.
- Ability to manage and resolve conflict.
- Ability to effectively communicate with all levels of the organization.
- Ability to maintain high level of confidentiality.

Work Schedule:

The Human Resources Generalist may be expected to work above and beyond a regular 40-hour work week in order to meet necessary deadlines. This is subject to change at any time per management's discretion.

Monday to Friday

8:00 a.m. to 4:30 p.m.

Travel Requirements:

Travel to other Company locations along with relevant training courses and job fairs may be required.

A valid driver's license must be maintained for travel requirements.

Job Type: Full-time

What We Offer:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Supplemental Benefit Insurance, including Life Insurance, Short- and Long-Term Disability Insurance, Accident Insurance and more!
- 401(K) Retirement Plan
- Paid Time Off
- Paid Holidays
- Employee Discounts
- Continued training through the Company

We are an equal opportunity employer. All persons shall have the opportunity to be considered for employment without regard to actual or perceived race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, age, ancestry, ethnicity, disability, pregnancy, citizenship, marital status, familial status, military or veteran status, genetic information, predisposing genetic characteristic, status as a victim of domestic violence, stalking and sex offenses, or any other status protected by applicable federal, state or local law.

We will endeavor to make a reasonable accommodation/modification for the known physical or mental limitations of a qualified applicant with a disability to assist in the hiring process, unless the accommodation would impose an undue hardship on the operation of our business, in accordance with applicable federal, state and local law. If you believe you require such assistance to complete this form or to participate in the interview process, please contact Human Resources by calling 608-824-1300 or by emailing hr@leadcar.com.