



**JOB DESCRIPTION OF A  
Junior Human Resource Generalist**

Job Description

<b>Position/ Job Title:</b> <u>Junior Human Resource Generalist</u>	<b>Department:</b> <u>Human Resources</u> <u>Senior Human Resource</u>
<b>Classification:</b> <u>Salary/Exempt</u>	<b>Reports To:</b> <u>Generalist</u>

**Objective of the Job**

The Junior Human Resource Generalist will provide day-to-day tactical support on a wide range of HR initiatives, activities and programs.

**Duties and Responsibilities**

- 1) Provides administrative support to the HR team
- 2) Creates ad hoc reports for HR leadership
- 3) Assist with conflict resolution
- 4) Respond to internal and external HR related inquiries or requests and provide assistance
- 5) Assist in new hire onboarding to include: assembling material for orientation sessions for all new employees, ensuring that the required employee information is obtained and secured within the employee's personnel file and all new hire paperwork is completed
- 6) Schedule meetings and HR events and maintain agendas
- 7) Ensures compliance with USCIS Form I-9 Employment Eligibility Verification
- 8) Maintain records of personnel-related data in both paper and the database and ensure all employment requirements are met
- 9) Respond to VOE requests and unemployment questionnaires
- 10) Ensure timely and correct employee data entry (such as new hires, promotions, position changes, etc...)
- 11) Provides back-up support for payroll
- 12) Complete special projects as assigned

**Qualifications**

- 1) Bachelor's degree from four-year college or university or equivalent combination of education and experience
- 2) General understanding of how corporate policies, procedures, practices and processes relate to the HR function
- 3) Proficient using a PC and in Microsoft applications (Word, Excel, PowerPoint, Outlook) for the purpose of spreadsheet and information retrieval
- 4) Ability to identify expectations in an employee/employer relationship.
- 5) Ability to effectively organize and prioritize work; reprioritize on short notice
- 6) Ability to successfully perform multiple tasks with strict deadlines
- 7) Ability to perform the required duties with little or no direct supervision
- 8) Familiarity with payroll administrative procedures desired
- 9) Ability to work with a team, take direction from supervisors, keep required work schedules, focus attention on details and follow work rules



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**Working Conditions and Physical Requirements**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. This job requires the ability to lift up to 15 pounds.

**Supervisory Responsibility**

This position does not supervise others.

*Note: This job description is not designed to cover or contain comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time or without notice.*



**BIG RIVER STEEL**