



**22806 Northwest Lake Dr.
Houston, Texas 77095
Tel: (713) 462-4181
Tel: (800) 447-4230
Fax: (832) 218-1104**

Position: Human Resource Generalist (Bilingual) Reports to: Human Resource Manager

Objective: The HR Generalist carries out responsibilities in the following functional areas: employee relations, training and development, benefits, compensation, organizational development, and recruitment.

Duties and Responsibilities

- Under the direct supervision of the HR Manager, this role will administer human resources plans, policies and procedures for all company personnel; assist in development and implementation of same;
- Work closely with HR Manager in maintaining employee handbook and policies and procedures manual;
- Participate in developing human resource department goals, objectives and systems;
- Assist in evaluation of reports, decisions and results of HR department in relation to established goals; recommend new approaches, policies and procedures to effect continual improvements in efficiency of HR department;
- Liaise with department managers as needed in the recruitment, hiring, training, compensation, promotion, termination, career development, or retirement process for all company locations;
- Participate in developing and conducting new-employee orientation and onboarding;
- Maintain and update job descriptions as needed; monitor performance evaluation program and revise as necessary; participate in annual re-evaluation of policies for cost effectiveness;
- Ensure the maintenance of all payroll data for hourly employees;
- Perform benefits administration, including claims resolution, change reporting and communicating benefit information to employees; participate in annual re-evaluation of policies for cost effectiveness;
- Assist benefits brokers in conducting annual meetings related to their respective benefit programs; and prepare and distribute necessary correspondence to employees;
- Under the direct supervision of the HR Manager, handle employee relations counseling as well as provide coaching to managers on difficult and complex issues;
- Prepare required forms as needed (Employment Offer, I-9, Salary Change, Exit Paperwork, Cobra Paperwork);
- Maintain records, reports and logs required by employment laws and regulations;
- Maintain PTO records (Time & Attendance) for all hourly employees
- Participate in administrative staff meetings and attend other meetings/seminars as requested;
- Assist in developing a Human Resource Information Systems (future); maintain all records relating to the HRIS and compile required reports from the database (future);
- Perform other related duties as required and assigned.

Supervisory Responsibility

- This position has no supervisory responsibilities.



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Knowledge, Skills and Abilities

- Knowledge of principles and practices of the human resource department;
- Bilingual – Highly effective oral and written communication skills in the English and Spanish language.
- Able to motivate individuals in achieving goals and objectives;
- Able to research, evaluate and analyze new human resource measurements, techniques and procedures.
- Able to demonstrate flexible and efficient time management;
- Able to prioritize workload;
- Able to exercise effective judgment, sensitivity and creativity to changing needs and situations;
- Excellent interpersonal skills enabling one to establish and maintain healthy working relationships with people in course of work;
- Relevant computer software and hardware applications knowledge;

Education and Qualifications

- 5+ years' Human Resources Capacity.
- Global Human Resource experience a plus;
- PHR certification a plus;
- Prior work experience in a small company and prefers to work in a small company.