

Position Description: Senior HR Generalist (Philadelphia, PA)

Position: Senior HR Generalist	Department: Administration
Reports to: CEO	FLSA Status: Exempt
Revised: August 2022	Classification: Regular Full-Time

Position Summary

The Senior HR Generalist position supports day-to-day HR activities in alignment with organizational and HR goals and objectives. The Senior HR Generalist provides HR administration in the functional areas of benefits administration support to employees, employee relations, performance management, HR record-keeping, onboarding, policy implementation, recruitment, and leave administration in compliance with all applicable employment laws.

Administering various human resource plans and procedures for all company personnel is a key responsibility of the role. The Senior HR Generalist may support the development of departmental goals, objectives, and systems. This position is responsible for the administration of the benefits program; monitors the performance evaluation program and assists with revisions as necessary.

The Senior HR Generalist will serve as the primary point of contact for employees on HR matters. The Senior HR Generalist will conduct recruitment efforts for assigned functional areas within the organization and conduct new-employee orientations.

The position will interface with employees at all levels in the organization, as well as handle employee relations counseling with support of key functional leadership. All of which, will require the successful candidate to possess sound business judgment and Human Resources acumen.

The Senior HR Generalist will be responsible for maintaining compliance with federal and state regulations concerning employment and labor laws.

The successful candidate will be comfortable and experienced in building relationships and working in cross functional settings with a high degree of confidentiality. He/she will possess a strong Human Resources knowledge base, while ensuring high levels of professionalism, sense of urgency, and attention to detail.

Essential Functions

- Oversee the recruitment and selection process to ensure efficient and effective staffing.
- Update and maintain all employee related information in the agency's current HRIS/payroll system.
- Coordinate with senior leadership and benefits broker the design and delivery of competitive, affordable health and fringe benefit offerings to all eligible staff.

- Oversee the processing of health benefit enrollment, changes, and terminations per established plan provider requirements.
- Assist employees with benefit related questions or concerns.
- Stay current on human resources trends and employment law and conduct research necessary to maintain knowledge and apply human resources best practices in the workplace.
- Participate in leadership meetings providing the current human resources perspective in helping influence operational decisions.
- Develop agency employment related policy and procedures that ensure compliance and promotes overall employee engagement, satisfaction, professional development, retention, and equity.
- Provide counseling to employees and management with policy interpretation and enforcement, workplace conflict, career planning, work performance issues, problem resolution, and work/life balance.
- Provide oversight of employee counseling process to ensure consistency and fairness.
- Either facilitate or participate in the development of meaningful company-wide employee recognition and reward programs and/or events.
- Oversee the design and delivery of agency-wide compliance and risk management training programs for all staff (i.e. EEO, Harassment, Diversity, Workplace Safety, etc.), as well as other training programs to promote the professional development of staff.
- Ensure full compliance with all record-keeping practices as required by applicable federal, state, and local employment law and specific interested third-party stakeholders.
- Assist management in creating career ladders where possible to promote staff advancement within the organization.

Non-Essential Functions

- Attend relevant workshops or join professional industry groups as necessary to maintain professional knowledge.
- Adhere to The Food Trust's security guidelines and ensures the appropriate handling of sensitive information.
- Facilitate and attends relevant staff meetings to promote communication and execution of goals.
- Complete special projects specific to the function of the department or as needed for the department as directed by the supervisor.
- Other duties as assigned within the scope of position expectations.

Knowledge, Skills, and Abilities

- Excellent PC software skills, including Word, Excel, PowerPoint, HRIS and payroll systems.
- Must be able to interact with all levels within the organization.
- Compliance aptitude with demonstrated knowledge of FMLA, WC, EEO, and most state and federal laws that affect workforce.
- Demonstrated experience in benefits administration.
- Exhibit a very high degree of confidentiality at all times.
- Strong leadership skills.

- Effective oral and written communication skills.
- Excellent interpersonal and organizational skills.
- Must be able to identify and resolve problems in a timely manner.
- Must be able to gather and analyze information skillfully.
- Strong customer service orientation.

Experience, Education and Licensure

- Bachelor's Degree required; preferably in Human Resources or related discipline.
- 3 to 5 years progressive Human Resources experience.
- PHR or SHRM-CP certification preferred
- Knowledge of current employment laws and practices and standard HR policies and procedures.
- 2 to 4 years recruitment experience.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee will frequently stand; walk; sit; use hands to finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
- The employee will spend a majority of time sitting at a desk working at a computer workstation keyboarding, using a telephone, and performing routine clerical duties.
- The employee must occasionally lift and/or move up to 25 pounds.
- Operate related office equipment and use necessary tools.
- Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Although work is primarily indoors, you will be required to travel outside to The Food Trust locations/special events.
- This position may require travel throughout the country.
- Position may require occasional trips to attend conferences seminars, and meetings.
- May require working non-traditional hours based on operational needs.

How to Apply

Email your résumé and cover letter to jobs@thefoodtrust.org. Please reference “Senior HR Generalist” in the subject line.

The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation.