



FIELD HUMAN RESOURCES GENERALIST JOB DESCRIPTION

Job Title: Field Human Resource Generalist **Supervise Staff:** NO
Department: Human Resources Department **No. Supervisor:**
Reports To: CEO
FLSA Status: Exempt

To apply to this position, please visit Zip recruiter or send cover letter/resume to Laura Terracciano, HR Generalist at laura.terracciano@tritonhro.com with salary requirements

JOB SUMMARY: The Field Human Resources Generalist is responsible for supporting field operations in multiple locations by providing coaching and guidance on HR related business matters to clients including employee relations' issues, workforce planning, compensation, payroll & benefit administration, safety, HR policy and procedure and employment law practices. You will also provide support to clients in the implementation of the ADP WFN platform and act a project manager for the client and ongoing support afterwards.

ESSENTIAL FUNCTIONS OF POSITION:

- Be the subject matter expert as it relates to clients that implement ADP's WFN HR technology in the areas of Performance Management, Talent Management, Payroll and Benefits Administration.
- Train and help clients on how to use WFN HR technology during implementation and afterwards.
- May assist benefits department with helping administer group insurance for clients, assist with enrollment meeting.
- Assist in the creation of Policies and Employment Handbooks.
- Coordinates and conducts effective HR training programs as directed and identifies training and development needs of team members supported. Conduct training relative to human resources topics and other training and updates as needed.
- Plans and assists in recruiting needs.
- Conduct background screening, post jobs and order labor posters for clients.
- Be able to travel 25%-50% of the time in the tristate area.
- Other projects as assigned.

**The Company reserves the right to add or change duties at any time.*

JOB QUALIFICATIONS:

- Bachelor's degree in human resources, business or related field.
- 3 to 5 years related HR experience required. Payroll experience a plus.
- Human Resources Certification a plus.

- Computer proficiency and technical aptitude with the ability to utilize Microsoft Office Suite
- Knowledge of ADP Workforce Now and Run Payroll/HR/Benefits Systems.
- Be able to travel 25%-50% and have a clear Motor Vehicle record.

SKILLS:

- Strong knowledge of HR policies and procedures, plus labor, wage and hour laws, including EEOC, AA, ADA, FLSA, etc.
- Excellent oral and written communication skills.
- Strong presentation skills and presentation development.
- Excellent time management, and organization skills.
- Well organized and detailed oriented with the ability to multi-task.