



## FIRE & LIFE SAFETY SPECIALISTS

FDNY Lic#: 191W & 366  
NYS Lic#: 12000295210  
MFSPC Lic#: 1048A

Nassau FM Lic#: 2006PEK01240  
Suffolk FM Lic#: 123  
New Jersey Lic#: P00849

### **HUMAN RESOURCES GENERALIST** **JOB DESCRIPTION**

At Total Fire Protection, our **MISSION** is simple, “**Embracing Relationships, while keeping you safe, and delivering First Class Service.**” You won’t just be a team member at Total Fire Protection, but a valuable contributor. Our diverse team members support one another as we work towards our common goal of bringing Fire and Life Safety to our customers nationwide.

Our Company culture has been built on the foundation of our **CORE VALUES** that define “**Who We Are**” and we hold each other accountable to these **CORE VALUES**. Our **Five-Alarm Growth** represents our commitment to embracing change, evolutionary action, continuous learning, constant improvement and full engagement. We place the priorities of our **Team First** and our team members back it up through **Do What You Say!** execution. Total Fire Protection believes that **Do the Right Thing!** builds loyalty, trust and respect because **We Care** about our team members, our customers and our community.

Every team member brings their own expertise to Total Fire Protection and is encouraged to make their voice heard. We offer a family-oriented culture of teamwork and encourage continuous learning, a diverse atmosphere, and opportunities for career advancement.

Total Fire Protection is expanding rapidly, presenting an exciting and challenging opportunity to bring your fresh ideas, polished expertise, and collaborative attitude to support our growth. The ***Human Resources Generalist*** will directly welcome new hires to the Team and will be involved in a wide range of initiatives, supporting the day-to-day operations of the department. As the *Human Resources Generalist*, you will report directly to the **Director of Human Resources** and assist in maintaining our family-oriented work environment for our Team. You will be directly responsible for providing administrative and project support to the Director of Human Resources.

#### **Essential Duties and Responsibilities:**

- Live Our Values!
- Understand Total Fire Protection’s strategy, business and growth initiatives.
- Updates and performs new hire orientation along with onboarding paperwork.
- Assist with maintenance of the Employee Handbook.
- Provides recruitment support and prescreens online applications.
- Assist in annual Company-wide Open Enrollment and periodic new hire enrollment presentations and processing for benefits package.
- Remains current on issues and trends relative to assigned responsibilities.
- Responsible for filing and managing Employment verification documents and unemployment insurance claims.
- Assist in creating and compiling Employee surveys.



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Human Resources Generalist

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- Maintains both electronic and paper-based personnel files and performs regular audits to remain in compliance.
- Generates reports and analytics as needed.
- Assists the Director of Human Resources in the creation of Company specific training and development modules.
- Owns time and attendance monitoring, including FMLA and Personal Leave absences.
- Plans, coordinates, and hosts established Company Team Building events.
- Creates and posts Team milestone and event announcements and email alerts.
- Completes special assignments as requested.
- Performs other duties as assigned.

### Required Skills and Experience

- Two to three years (2-3) years of HR generalist experience, Bachelors' degree preferred.
- Organized, detail-oriented work ethic and a sense of urgency are a must.
- Knowledge of employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations, preferred.
- Strong planning, organization, time management, analytical, and problem-solving skills with the ability to handle multiple concurrent projects.
- Confidence to plan, coordinate, and conduct employee training on various topics.
- Exceptional listening, verbal, written communications skills as well as strong presentation skills.
- Ability to function in a fast-paced, dynamic, and collaborative environment while also working independently.
- Robust capability to exercise discretion, independent judgment, and decision-making.
- Strong knowledge of Microsoft Office application (Outlook, Word, and Excel).
- Experience with ADP Workforce Now.
- Equivalent combinations of education and experience may be considered.

Think you have what it takes to be a Total Fire Protection team member? Apply to be a part of this dynamic organization!

Total Fire Protection is an Equal Opportunity Employer and does not discriminate against any applicant on the basis of race, color, religion, national origin, gender, marital status, age, disability, sexual orientation, military/veteran status, or any other status protected by Federal or State law or local ordinance.