

Our client, an importer and distributor of fine tools for the restaurant industry is seeking their Human Resource Generalist to join their team on Long Island. The Human Resource Director will plan, lead, direct, develop, and coordinate the policies, and activities related to the Human Resource (HR) function, ensuring legal compliance and implementation of the Company's mission and talent strategy. This is a stand-alone hands-on role which reports directly to the CFO.

Requirements:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- At least five years of generalist human resource and management experience required.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite.
- Proficiency with or the ability to quickly learn Paychex Flex HRIS, benefits vendor software and talent management systems.
- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks.

Preferred Qualifications:

- 10+ years of prior experience managing and facilitating all aspects of HR without a staff.
- Prior experience as HRIS.
- Prior experience as benefits/401K administrator.
- Prior experience as payroll administrator.
- Prior experience supporting staff remotely on a national basis.
- Prior experience providing full cycle recruitment, as well as partnering with outside sources.

Responsibilities/Essential Functions:

HR Management and Facilitation :

- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, to support the organization's human resource compliance and strategy needs.
- Administers and oversees the administration of human resource programs including, but not limited to, compensation, payroll, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and staff appreciation; occupational health and safety; and training and development.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conducts research and analysis of organizational trends including review of reports and metrics from human resource information systems (HRIS). Strong Systems experience is essential. Pay Chex, MetLink, Sun Life, etc.
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, benefits and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- He/she will communicate, train, advise and support staff on all employment and benefits related concerns.

- Strong multi-state worker's Compensation experience.

He/she will participate in projects, as needed.

Professional Improvement

- In cooperation with Owners, jointly develop and pursue a professional development plan as a means to increase competencies relative to position accountabilities and to address changes and Association priorities.

- Collaborate in activities that are in general support of the Company and perform other duties as assigned.

Health and Safety: • Support the Company to maintain a safe working environment.

- Be familiar with and strive to follow any applicable federal, state, local regulations, health and safety policy/procedure/requirement and standard.

- Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.

EEO/EPO and Policy: (Applied to all duties and functions)

Location: Hauppauge, Long Island

Compensation: 110k-120k plus Bonus, Profit Sharing, 3 Weeks' vacation and 5 paid sick days.

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