

Precipart is looking for a motivated Human Resources Generalist to join our fully operational and strategic HR team. As a Human Resources Generalist, you will be responsible for a wide range of HR activities to support the daily functions within the HR Department. This includes the coordination of HR policies and programs with an emphasis on benefits and employee relations, ensuring that the organization is in full compliance with applicable laws and regulations. In addition, the position works closely with the Director, Human Resources in developing, implementing, and evaluating ongoing HR policies, programs, functions, and activities. We are looking for a Human Resources professional who is hands on, takes initiative, thrives working in a fast pace environment, quality driven, and is enthusiastic about engaging others.

Responsibilities:

- Plan, direct and supervise all activities relating to the administration and maintenance of employee benefits programs. Develop, implement, and control programs in a manner that ensures cost effectiveness, market competitiveness and internal equity among employees.
- Administer benefits programs, including conducting analysis and serving as primary contact with providers and insurance broker including group health and life, workers' compensation, unemployment, and retirement plans.
- Manages the fully cycle open enrollment process.
- Provides necessary reports for allocation/billing charges.
- Ensures the accuracy of all benefits enrollments in the HRIS to provide vendors with accurate eligibility information.
- Liaise with employees and TPA regarding benefits claim issues and plan changes.
- Distributes all benefits enrollment materials and determines eligibility.
- Enrolls employees with carriers and process life status changes.
- Responds to benefits inquiries from managers and employees on plan provisions, benefits enrollments, status changes and other general inquiries.
- Processes and administers all leave-of-absence requests and disability paperwork: medical, personal, disability, parental, PFL, NYSPSL, and FMLA.
- Effectively interprets FMLA and ADA implications as they relate to leaves of absences/disabilities.
- Handles employee relations issues by effectively partnering with management to counsel and coach them regarding employee issues. Works to proactively mitigate employee issues by addressing them on a timely basis. Provides guidance to managers on constructive discipline and performance management.
- Assist the HR Director in the daily administration of other HR services as directed or assigned, including recruitment and selection, promotions, transfers, affirmative action/EEO compliance, job classification, performance evaluation, and employee relations.
- Maintain and expand knowledge and understanding of existing and proposed federal and state laws/regulations affecting human resource management.

Identify trends that could affect organizational objectives and/or operational resources.

- Assists with One Call Now announcements and ensures accuracy of data.
- Conducts new-hire orientations.
- Responsible for conforming with the company's quality management system requirements, as well as contributing to its overall effectiveness, and the ultimate goals of customer satisfaction, product compliance, and ethical practices and behavior.
- Other HR generalist responsibilities/projects as assigned to meet departmental demands and/or shifts in the business.

Requirements:

- Minimum of 5 years of relevant work experience within human resources or a combination of education and experience.
- Bachelor's degree in human resources, or any other business-related degree.
- Minimum of 3 years of experience in a generalist role with a focus on employee benefits administration/compliance, and employee relations.
- Broad knowledge and experience in employment law and practices, compensation, organizational planning and development, employee relations, safety, and training.
- Working knowledge of HRIS and benefit vendor websites.
- Excellent oral and written communication skills.
- Excellent interpersonal and negotiation skills.
- Demonstrated ability to lead and develop staff members.
- Able to maintain a high level of confidentiality.
- Excellent organizational skills.
- Detail oriented and able to effectively prioritize workload.
- Strong problem solving and analytical skills.
- Proficient within a Microsoft Office environment: Word, Excel, Outlook, PowerPoint.
- Proficient with ADP Workforce Now.
- Ability to work with all levels throughout the global organization.
- Must be able to identify and resolve problems in a timely manner.

Preferred:

- Master's degree in human resources management, business management or any other business-related degree.
- Spanish speaking
- PHR or SHRM-CP
- Experience working in an ISO environment

What We'll Offer You in Return

When it comes to a total compensation package, we are continuously enhancing our offering with the aim of working as hard for our people as they do for us. We look for long term employee satisfaction and offer a competitive compensation and benefit package which includes:

- Base salary plus incentive program
- Paid time off
- Medical, dental, vision insurance
- Flexible Spending Account
- Life insurance, enhanced short term and long-term disability insurance
- 401k Profit sharing plan
- National Employee Assistance Program
- 529 College Savings Program
- Professional development and training
- Brand new, modern workspace and manufacturing facilities
- Company events and outings, from Employee Appreciation Day to professional sports games
- Stable organization with opportunities for future growth within the company

About Precipart Group

Precipart is a global company engaged in the engineering, design and manufacture of high precision custom solutions. We provide mechanical components, assemblies, gears and motion control solutions to the most recognized names in the medical, aerospace and industrial markets. With offices in Switzerland, the U.S., and U.K., Precipart's team members are dedicated to enhancing lives through innovative solutions.

How to Apply:

Go to [Long Island Engineering Jobs | Manufacturing Careers Nassau & Suffolk NY \(precipart.com\)](https://www.precipart.com)