



## **HUMAN RESOURCES GENERALIST**

**Pay:** \$55,000 - \$65,000 (DOE)

**Benefits:** Health insurance, 401K with generous company match, profit sharing, 2 weeks paid vacation, 1 week paid sick time, voluntary dental + vision insurance available, cruise & gift shop discount

**Work Schedule:** Monday-Friday, 8:00 am-5:00 pm

**Reports to:** Controller

The HR Generalist helps to foster a positive team-orientated culture and executes general administration tasks related to HR. The ideal Human Resources candidate will possess 2 years of Human Resources experience or equivalent experience in personnel management as well as excellent organizational and communication skills. We fluctuate between 120 employees in the winter to 150 employees May - September in our operations, service, galley (kitchen) and sales/customer service departments. Please note: We are a dog friendly office.

## **RESPONSIBILITIES**

- Provide guidance and assistance to employees regarding company policies and procedures.
- Assist with employee counseling and general HR inquiries.
- Administers employee benefits such as; Health Insurance, Voluntary Dental and Vision, COBRA, 401(k).
- Maintain personnel files, I-9 and medical files.
- Manage employee annual meeting, special trainings and events.
- Oversee Spirit Watch employee newsletter, "Spirit Stars" and Employee of the Quarter/Year.
- Keeps records of benefit plans participation such as insurance plans, personnel transactions such as hires, promotions, transfers, performance reviews & terminations, and employee statistics for government reporting.
- Maintain accurate employee records of certification for food handlers permit, OLCC, TWIC, captains certifications, first aid, CPR and AED training.
- Recruitment support, including updating job descriptions and advertising job postings. May support some departments with processing incoming applications.
- New hire orientation (policies/procedures, paperwork, security badges, time cards).
- Workers Comp and Jones Act injury-at-work claims.
- Manage the Drug Free Program, pre-employment and random DOT drug testing.
- Assist with payroll processing, complete reports and projects as assigned.
- Maintain confidentiality of records and information.

## **QUALIFICATIONS**

- 2 years of Human Resources experience or equivalent experience in a similar role. Food/Beverage or Hospitality experience is a plus.
- Knowledge of state and federal labor laws.
- Intermediate proficiency Google Suite, Microsoft Word and Excel.
- Experience with payroll processing preferred. Experience with ADP, a plus.
- Excellent organizational and communication skills, both written and oral.
- Ability to multitask. Must be a team player.