
HR Generalist

SPAULDING CLINICAL aims to be the clinical research organization by which all others are measured. Pioneering in our approach to redefining how the industry perceives and achieves success; passionate in our pursuit of ingenious solutions that mitigate risk; loving in our care for our volunteers, customers and employees; and heroic in our ambitions to ensure the health and safety of people around the globe - Spaulding Clinical is taking **research beyond results** to create a marketplace of safer drugs.

Original Date: 3 April 2017

Revision Date: 17 July 2018

Job Summary:

The HR Generalist is responsible for applying business knowledge and human resource expertise. He or she will assist in providing a wide range of HR support and advice, but the main focus for this role is Staffing and Onboarding. The HR Generalist will play a key role in the success of the organization by offering guidance on recruitment, terminations, performance management, employee relations, and HR best practices while facilitating a positive relationship between personnel and management.

Essential Duties and Responsibilities:

- Manage the recruitment and hiring process:
 - Efficiently and effectively fill open positions
 - Conduct regular follow-up with managers to determine their staffing needs
 - Develop a pool of candidates
 - Research and recommend new sources for active and passive candidate recruiting
 - Post openings in newspapers or other professional organizations
 - Communicate with managers and employees regularly to establish rapport, gauge morale, and source new candidates.
 - Coordinate college recruiting initiatives.
 - Attend career fairs for recruiting and company recognition
 - Utilize the Internet for recruitment
 - Post positions to appropriate Internet sources
 - Collaborate with Marketing to update career page on company website
 - Research new ways of using the Internet for recruitment
 - Use social and professional networking sites to identify and source candidates
 - Review applicants to evaluate if they meet the position requirements
 - Conduct prescreening interviews
 - Maintain all pertinent applicant and interview data in files
 - Assist in performing background checks for potential employees
 - Assist in sending out rejection letters

- Assist in on-site interviews
 - Prepare and send offer packages
 - Prepare new employee orientation packages
- Conduct New Employee Orientations
- Assist in leadership training for HR related topics (PP Presentations, Meetings).
- Train and provide support to HR Intern.
- Assist in implementing and administering employee policies.
- Identify ways to improve policies and procedures.
- Provide high-quality advice and service to management on daily employee relations and performance management issues.
- As needed, Support HR department in implementing programs to help improve the employee experience.
- As needed, assist in benefit enrollment (medical, dental, vision, life, LTD, supplemental income).
- As needed, assist with both internal and external reporting requirements (Census, EEO, 1094/1095, Metrics).
- As needed, assist with annual compensation review.
- As needed, perform job evaluation, analysis, and write job descriptions.

The Statements made in the job description are intended to describe the general nature and level of work being performed by people assigned to this job. These statements are not intended to be an exhaustive list of all responsibilities, duties and skills required of people assigned to this job.

Skills/Qualifications:

- Ability to read, write, and interpret the English language.
 - A strong ability to meet deadlines.
 - A strong ability to multitask and prioritize.
 - Strong written and verbal communication skills.
 - Customer-focused attitude, with high level of professionalism and discretion.
 - Confidentiality a must
 - Understanding of employment related laws (FMLA, ADA, FLSA, hiring, termination, and harassment, etc.).
 - Understanding of HR best practices and current regulations.
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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Description

- Ability to sit, stand, walk, reach with hands and arms, and use hands along with fingers, to handle or feel.
- Ability to lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include clarity of vision both near and far.
- Ability to identify and distinguish colors.

Hazards:

- Potential for exposure to toxic or caustic chemicals
- Potential for exposure to blood borne pathogens

Education and Experience:

- Minimum of Associates Degree required, Bachelor's Degree in Human Resource Management, preferred.
- Experience in HR, preferred
- Strong knowledge and experience of hiring process, preferred

Spaulding Clinical Research management has the discretion to hire personnel with a combination of experience and education which may vary from the above listed skills and qualifications.

This is to acknowledge that I have read and understand the above job description. This copy supersedes any others previously distributed. I further understand that Spaulding Clinical may change, add or delete any essential duties and responsibilities described at its discretion with or without prior notice.

Employee Name (Printed)

Date

Employee Signature