MEKETA INVESTMENT GROUP

POSITION DESCRIPTION:
HUMAN RESOURCES GENERALIST
CARLSBAD OFFICE

POSITION SUMMARY

The Human Resources Generalist assists with the implementation, coordination, and maintenance of organizational programs, policies, and procedures. The HR Generalist will focus on these functional areas: recruiting, onboarding benefits, employee relations, and general HR administration. The position reports to the HR Director, located in Westwood, and the Managing Principal, located in Carlsbad.

Essential Responsibilities:

- ***Recruiting:***
  - Assist with full-cycle recruitment: maintain applicant tracking, screen resumes, schedule interviews, and coordinate applicant/new hire correspondence
  - Develop strategies to source, attract, recruit, and select high quality candidates
  - Create and implement strategies to attract passive job seekers
  - Track and report recruiting activity data to support staffing needs
  - Partner with hiring manager to determine and define offers
  - Process background checks, reference checks, and pre-hire paperwork
  - Facilitate orientation and on-boarding processes
- ***Benefits:***
  - Assist with benefit design and open enrollment process
  - Administers employee benefits and provides overall recordkeeping for: medical, dental, COBRA, workers' comp, disability insurance, life insurance, and 401(k) Plan
  - Facilitate open enrollment meetings
  - Reconcile monthly benefit bills with payroll
- ***Training and Development***
  - Liaise with HR and managers to determine training and development needs
  - Design, deliver, and evaluate effective training programs
  - Help employees and manager develop skills
- ***Employee Relations:***
  - Consult on employee issues ensuring confidentiality and adherence to company policy
  - Assist in the coordination of the semi-annual performance management process
- ***Administration:***
  - Process personnel action forms and assure proper approvals
  - Process new hire and benefit paperwork
  - Handle all Leaves of Absences: FMLA, Worker's Comp, and Disability
  - Ensure receipt of proper I-9 identification, maintains records/performs audits
  - Ensure HIPAA compliance and maintains strict confidentiality of sensitive employee and company information at all times
  - Enroll new hires in benefits and reconciles/processes all insurance billings
  - Assist in planning of company events

- Provide overall Human Resources administrative support
- Perform other duties as assigned

Requirements and Qualifications:

- Bachelor's degree or comparable combination of education and experience
- 3-5 years of generalist-level Human Resources experience
- 2+ years of recruiting experience
- PHR® certification preferred
- Working knowledge of HR-related laws/regulations to include FMLA, FLSA, ERISA
- Proficiency with Microsoft Office suite
- Payroll experience preferred (PayChex® is the systems provider we use)
- Self-motivated with the ability to operate independently, work proactively, and achieve results without close supervision
- Ability to calculate figures and amounts such as compensation rates, benefits payments, payroll totals, etc.
- Excellent verbal and written communication skills
- Ability to work with sensitive information in a confidential manner
- Critical thinker/complex problem solver who has analytical ability and sound judgment
- Well-organized, detail-oriented, and self-directed individual
- Investment or Financial Services industry experience preferred