



Job Title: HR Generalist
Report to: President
Location: Burlingame, CA
FSLA: Exempt

Are people naturally drawn to you? Do you enjoy connecting with employees and boosting morale? Is building a fun & positive company culture an important part your career? We have the perfect role for you!

The HR Generalist role is responsible for coordinating and administrating policies and programs for employment, wage and salary administration, workers' compensation, safety, employee benefits, recruiting platforms, hiring, training, employee accountability, performance management, career development, succession planning, employment termination and payroll related services.

Essential Duties & Responsibilities

Ownership for supporting a healthy, positive company culture, which includes setting and communicating behavioral guidelines and expectations, organizing team building activities, enabling positive team interactions and communications to maintain an inspiring, creative and productive work environment.

- Responsible for the administration, management, and compliance of the following:
 - Federal and State Employment Laws
 - OSHA programs and safety meetings
 - Illness and Injury Prevention program, workers' compensation
 - Employee Handbook and job descriptions
 - Company meetings and sponsored social events
 - Employee training and development programs
 - Employees' adherence to all company policies and processes
 - Performance management, disciplinary procedures and employee improvement performance conversations
 - Employment terminations
 - Personnel related budgets, assist with tracking and compliance
 - Company benefits plan, administration and compliance
- Create and drive effective development, employee relations, retention and recognition programs.
- Inspire and guide all employees toward higher levels of performance, modifying behavior to accommodate tasks, situations and individuals involved.
- Develop a culture of learning and continuous feedback by creating programs and experiences that engage the team at all levels and inspire a positive, diverse, adaptive and accountable culture.

- Partner with Vice President of Operations to develop, communicate, and train employees on policies and procedures and drive a culture of high employee engagement and accountability.
- Involve employees in planning, problem solving and decision making on matters that effect team performance.
- Recommend new approaches, policies and procedures to effect continual improvement in the company's personnel services.
- Manage facilities, complete ownership of all facilities and related offices' items (ie: kitchen, office vendors...).
- Facilities' space management, anticipate needs and handle the coordination and logistics of all facility related moves.
- Company travel related arrangements and monitoring of employee expenditures.

Requirements

- Bachelor Degree desired, 3+ yrs. experience in Human Resources.
- Proficient in Microsoft Office (Excel, Power Point, Word, Internet Explorer) and Salesforce.
- "Roll up your sleeves" people leader whom possess an executive presence.
- Natural coach and mentor relates well with others, makes employees feel appreciated and always has an "open door".
- Professional demeanor, exemplary conflict resolution and negotiation skills.
- Strong communicator with ability to provide both strategic foresight and feedback.
- Assume ownership of projects, works independently with minimal supervision.
- Identify team issues, individual growth needs and can help address and fix concerns.
- Intuitive ability to recognize and appropriately convey the sensitive nature of a situation.
- Maintain confidentiality of all personnel related information and activity.