

DESOTEC – HR Generalist

Immediate Opening HR Generalist

Overview

We are seeking a dedicated and detail-oriented Human Resources Generalist to join our team. The HR Generalist is responsible for providing comprehensive HR support across various functions, with a strong focus on US compliance, benefits administration, HRIS management, employee support, and process improvement. This role requires a detail-oriented individual who can manage multiple tasks while ensuring accuracy and compliance with all applicable regulations.

Key Responsibilities:

1. Compliance Management:

- Ensure compliance with all federal, state, and local employment laws and regulations, including FMLA, ADA, EEO, FLSA, and other relevant statutes.
- Maintain and update company policies and procedures in line with legal requirements.
- Conduct regular audits to ensure consistent application of HR policies and procedures.

2. Benefits Administration:

- Assist with employee benefits programs, including health, dental, vision, disability, and retirement plans.
- Handle benefits enrollment, changes, and terminations while ensuring compliance with ACA and COBRA regulations.
- Serve as the primary point of contact for employee benefit inquiries and issues.
- Coordinate with benefit providers to resolve escalated issues.

3. HRIS Management:

- Maintain and manage the company's HRIS (Human Resources Information System).
- Ensure data integrity by conducting regular audits and updates.
- Generate HR reports, dashboards, and analytics as needed.
- Support HRIS implementation or upgrades as required.

4. Employee Support:

- Provide guidance to employees on HR policies, procedures, and benefits.
- Address employee concerns in a timely and confidential manner.
- Conduct onboarding for new hires and exit interviews for departing employees.

5. Process Improvement:

- Identify opportunities for process optimization in HR workflows.
- Implement best practices for increased efficiency and accuracy.
- Collaborate with the HR team to develop and document new procedures.

6. General HR Support:

- Assist in recruiting efforts, including job posting, resume screening, and coordinating interviews.
- Maintain accurate employee records and ensure compliance with record-keeping requirements.
- Support the performance management process.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- 3+ years of experience as an HR Generalist.
- Strong knowledge of US employment laws and regulations.
- Experience with benefits administration and HRIS management.
- Proficiency in HRIS systems (e.g., ADP and Personio).
- Excellent organizational skills with strong attention to detail.
- Effective communication and problem-solving skills.
- Ability to maintain confidentiality and handle sensitive information.

Preferred Qualifications:

- Experience in a fast-paced or multi-state work environment.
- Experience with process improvement initiatives.

What do you get as an HR Generalist at DESOTEC?

- You will receive a competitive and motivating compensation package in line with your experience
- **Unlimited PTO**
- Customizable benefits package with a multitude of options. **Benefits effective on day one**
- Dollar-for-Dollar 401k match up to 4% of annual salary
- Paid Holidays
- On-the-Job training for all positions including any possible promotions
- Career progression plans
- Paid parental leave
- Flexible Spending Account Options
- Immersion in a dynamic, innovative, and sustainable company

DESOTEC'S mission is to protect our planet. We provide end-to-end purification solutions for pollution in air, water and other gases and liquids. We do this by supplying mobile activated carbon filters to our B2B customers. We recycle our own saturated filters by taking back the spent activated carbon for reactivation, making our filter solutions circular.

“If you can't tick off all the boxes, but you do recognize yourself in our three core values *Teamwork*, *Excellence* and *Devotion*, then we definitely invite you to take a chance and apply!”

<https://www.desotec.com/en>