



HR Generalist

Compensation: 60-75K

Who we are:

We are inspired place makers who enhance the built environment with a focus on brand and culture - Across multiple studios, elements provides a comprehensive portfolio of products and services for the interior built environment. We combine our interiors expertise with construction capability and the collaborative, cross-functional process of human-centered design. This holistic approach to the built environment creates a seamless experience and exceptional results for our clients.

Job Summary:

This position performs day to day Human Resources activities by providing a broad range of support services to ensure employees, processes, programs, and policies are aligned and optimized to achieve company goals. Duties include employee engagement and coaching, HR policy implementation, hiring/onboarding of employees, managing benefit administration, processing payroll, HRIS data management, administrative support, and special projects. Responsible for having overall knowledge of all human resource functions. Conducts employee benefit meetings. Promotes and maintains the company's mission, values, and culture.

Essential Functions

- Performs tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; and training and development.
- Provide purposeful and futuristic coaching and feedback to all levels of employees, addressing various employee related issues and business needs.
- Respond to inquiries from employees, supervisors, and other external customers.
- Ensure legal compliance of HR regulations and applicable federal and local employment laws, and research and suggest updates to policies/or procedures to continually improve employee experience.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Conducts employee onboarding, stay & exit interviews, analyzes employee engagement and employee turnover data and makes recommendations.
- Prepares and maintain employee files, assuring accuracy, compliance, and confidentiality.



- Lead the annual employee review, merit and variable pay program .
- Maintain payroll and HR systems including, processing semi-monthly payroll, process and audit all compensation changes, perform multi-state payroll tax related activity and electronically documenting employee data changes accurately and timely.
- Responsible for month-end duties including approving HR related invoices and ensuring timely payment, submitting payroll accrual (with management approval) and general ledger reconciliation.
- As the Employee Benefits expert, administers all employee & volunteer benefit programs such as medical, dental, vision, disability, retirement programs, referral bonuses I-9, retirement notifications, workers compensation and life insurance.
- Assists employees regarding benefits claim issues and plan changes; Responds to benefits inquiries on plan provisions, benefits enrollments, and status changes; Enrolls employees with carriers and process life status changes.
- Works with HR benefit partners for escalated support needs, including but not limited to: plan design, claims administration and appeals, COBRA, retirement administration, and HRIS data integrity.
- Works with brokers to conduct annual benefits review; Conducts research, analyzes plan options, conducts cost analysis, and makes recommendations.
- Perform other duties as assigned.

Required Skills/Abilities

- Extensive working knowledge of federal and state labor law including worker's compensation, workplace safety, EEOC, NLRB and FLSA.
- Demonstrated thought leadership and suitable judgment in making HR related business decisions.

Education and Experience

- BS/BA in business or human resources is a preferred but is not required.
- Preferred experience using Paylocity.
- 2+ years of human resources experience.
- 2+ years of payroll experience (multi-state preferred).
- 2+ years benefits administration experience.
- PHR or equivalent a plus.

Position Type/Expected Hours of Work

This is a full-time position, and hours of work and days are Monday through Friday, (add hours)

EEO Statement

Workplace Elements provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color,



religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.