

Extraordinary people. Exciting possibilities. Your success is what's next at Scott Group Studio. In our highly competitive world there's one thing that sets a company apart – its talent. At Scott Group Studio our employees bring their expertise, enthusiasm, and creativity to work every day. We're committed to making Scott Group Studio a great place to work. A place you can be proud to be a part of, where your talents are embraced and your efforts are encouraged and supported. If you are a person that "puts people first", "see it and solves it", "does the right thing" and "pursues excellence", discover how you can be a part of what's next.

The Human Resources Generalist requires an energetic, service oriented individual responsible for applying business knowledge and human resources expertise. He or she will assist in providing a wide range of HR support and advice. The successful candidate will play a key role in the success of the organization with responsibilities related to recruitment, benefits administration, performance management, employee relations and HR best practices while facilitating a positive relationship between employees at every level. This role requires leadership, creativity, critical thinking, business understanding, communication, and organizational skills in accordance with the core values of Scott Group Studio.

DUTIES

1. Administers various human resource plans and procedures for all Scott Group Studio employees; assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook.
2. Performs benefits administration, including claims resolution, change reporting, approving invoices for payment and communicating benefits information to employees.
3. Responsible for proactive recruiting of nonexempt employees and assists in recruitment of exempt positions.
4. Partners with HR leadership to provide high-quality advice and service to management on daily employee relations and performance management issues.

5. Assists with employee relations issues such as employee complaints and exit interviewing.
6. Support the HR department in implementing programs to help improve the employee experience.
7. Maintains human resource system records and compiles reports from the database.
8. Maintains compliance with federal, state and local employment and benefits laws and regulations.
9. Maintains affirmative action program; files EEO-1 report annually; and maintains other records, reports and logs to conform to EEO regulations.
10. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.

ABILITIES

- Proven experience working collaboratively to achieve organizational goals
- Bachelor's Degree in Human Resources Management or related discipline preferred or 5+ years' experience in HR
- Understanding of HR best practices and current regulations
- Sound judgment and problem-solving skills with a customer-focused attitude, with high level of professionalism, confidentiality, and discretion
- Strong attention to detail and excellent analytical skills
- Display strong communication skills – polite, excellent grammar and interpersonal skills, and good documentation ability.
- Demonstrated ability to analyze and appropriately handle complex and sometimes delicate situations with employees
- Display dependability, reliability, and a strong work ethic

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.