



## HUMAN RESOURCES GENERALIST

### Role Overview

The role as our HR Generalist will be far from one-dimensional. You will undertake a wide range of HR tasks, for a variety of clients. You will use Human Resources Information Systems to ensure all employee records are up-to-date and confidential. And you will also act as the main point of contact for employees' queries on HR-related topics. The goal is to ensure the HR Services we provide will run smoothly and effectively to deliver maximum value to our clients. **This is a part-time position starting with 20 hours per week, with the opportunity for additional hours and increased responsibility.** This position reports directly to the President.

### Essential Functions

- Respond to human resources-related inquiries
- Assist with payroll processing
- Create and distribute internal communications regarding status changes, benefits, or company policies
- Administer compensation and benefit plans
- Assist in talent acquisition and recruitment processes
- Conduct employee onboarding, orientation and help organize training & development initiatives
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- Promote HR programs to create an efficient and conflict-free workplace
- Assist in development and implementation of human resource policies
- Undertake tasks around performance management
- Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates
- Organize quarterly and annual employee performance reviews
- Maintain employee files and records in electronic and paper form
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities
- Ensure compliance with labor regulations

### Required Education, Experience and Attributes

- Bachelor's degree in human resources, organizational development, or a related field
- Prior human resources experience strongly preferred
- Familiarity with Human Resource Information Systems (HRIS) software
- Computer proficiency, including basic word processing and spreadsheet software
- Observes ethical conduct in all situations
- Ability to act with integrity, professionalism, and confidentiality
- Excellent time management skills with a proven ability to meet deadlines





- Independently motivated, easily adapts to new nuances as they arise and enjoys challenges while asking for help when needed
- Excellent interpersonal, negotiation and conflict resolution skills
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Observes ethical conduct in all situations

**Please Note:** This list is not all-inclusive, flexibility is key. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Work Environment and Location**

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, apps, phones, photocopiers, filing cabinets and fax machines. Job must be performed in office and does not have a remote work option. Our professional office space provides a safe, healthy, and employee-centric atmosphere located 17 miles from Boston close to Interstates 93 and 95. We are less than a 10-minute drive away from a mecca of restaurants, shopping centers and other local businesses including but not limited to CVS, Stop & Shop, Rockland Trust Bank.

**Note:** *There is no elevator in this building and our office is on the second floor. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stepstool, as necessary.

### **Who We Are**

Mclvor Business Services, Inc. is a Massachusetts Certified Minority and Women Business Enterprise (WBE & MBE) by The Supplier Diversity Office of Massachusetts. We were established in 2007 to provide extensive compliance driven knowledge and experience with Tax Services and Business Solutions.





We are an employee-centric community that thrives on ensuring all our employees are provided with the utmost support, care, flexibility, and whole person growth opportunities. We seek those capable of helping us grow our business, as well as grow with us. People who are well-rounded, customer focused, thrive in unexpected moments in life, and like to laugh a lot while embracing diversity, equity, and inclusion, including cross-cultural understanding.

### **Position Type and Expected Hours of Work**

Business hours are Monday through Thursday, 9:00 a.m. to 5 p.m. Flexibility in hours is allowed with a minimum of 20 hours per week, more (up to 30) during busy times, particularly around tax filing season (i.e., January-April) Employee must be present in the office; the job does not allow for remote work.

### **Compensation and Benefits**

- Starting pay of \$22/hour
- Flexibility within the business hours
- 8 paid holidays
- Paid day off on your birthday
- 401(k) with match
- Paid sick time
- Paid office closure between Christmas and New Year's Day
- Monthly Team Wellness Days and/or Annual offsite company retreat
- Free Parking

### **Application instructions:**

If you are interested, please send a cover letter & resume to [Careers@MclvorBSInc.com](mailto:Careers@MclvorBSInc.com).

**Deadline:     Immediately or until filled**

