



# Human Resources Generalist

Kenner, LA, United States

## Job Description

The Human Resource Generalist will play a critical role in supporting the company's talent strategy, ensuring compliance with federal and state employment regulations, and fostering a positive employee experience. The ideal candidate is highly organized, proactive, and experienced in full-cycle recruiting and HR compliance.

## Essential Job Functions

### Recruiting

- Manage full-cycle recruiting for all open positions, including sourcing, screening, interviewing, and coordinating hiring processes.
- Develop and maintain strong candidate pipelines through networking, community outreach, and employee referrals.
- Partner with hiring managers to define job requirements, create job descriptions, and evaluate candidates.
- Oversee offer letter preparation, reference checks, background screenings, and onboarding documentation.
- Track recruiting metrics, including time-to-fill, cost-per-hire, and candidate experience insights.
- Local and Domestic travel to support recruiting efforts up to 20% of the time.

### Compliance

- Assist General Counsel with adherence to all federal, state, and local employment laws (FLSA, EEO, ADA, FMLA, OSHA, etc.).
- Maintain accurate and up-to-date employee records, including I-9s, personnel files, certifications, and compliance logs.
- Conduct internal audits for compliance (I-9 audits, file audits, training compliance).

### Benefits Administration

- Support annual benefits open enrollment and assist employees.
- Act as a liaison between employees and benefits providers to resolve issues.

## Qualifications

- Bachelor's degree required (Human Resources or related field preferred).
- 10+ years of professional work experience, with at least 5 years in HR roles.
- Demonstrated experience in full-cycle recruiting and HR compliance.
- Excellent communication, interpersonal, and organizational skills.

PROPELLING



EXCELLENCE

- Ability to handle confidential information with discretion.
- Professional certifications (SHRM-CP, PHR) are a plus.

#### **Key Competencies**

- Talent Acquisition
- Regulatory Compliance
- Attention to Detail
- Problem-Solving
- Time Management
- Confidentiality & Ethics

#### **Physical Requirements**

- Prolonged periods of sitting at a desk and working on a computer
- Ability to occasionally lift and carry up to 15 pounds (e.g., files, laptops, binders)
- Ability to move within an office environment and attend meetings across departments or locations