

Department:	HUMAN RESOURCES	As Of Date:	1/11/2012
Division:	FERNDALE PHARMA GROUP, INC.	Classification:	NON-EXEMPT
Reports to:	SR. MANAGER	Other:	

GUIDING PRINCIPLES: Expectations for All Employees

- Quality – Accountable for integrity and accuracy of work performed; cultivates continuous improvement.
- Professionalism – Contributes to a respectable environment.
- Teamwork – Effectively works with others; executes team decisions.
- People – Keeps others informed; strives for continual personal improvement.
- Entrepreneurialism – Takes calculated risks when appropriate; seeks opportunities; considers the customer’s perspective.

JOB SUMMARY

Performs a variety of Human Resource activities including internal and external recruiting, federal and state recruiting and onboarding compliance, and Payroll backup. Efficiently and accurately processes confidential information, including salary and status changes, new hire and termination processing, file maintenance, and related activities in a team environment.

ESSENTIAL FUNCTIONS

- Responsible for internal and external recruiting functions for varying company Divisions, from posting through orientation. Duties include managing job postings to obtain the best possible applicants, performing phone screens, scheduling and/or assisting with interviews, making offers, preparing new hire kits and employee files.
- Conducts first-day and half-day orientations, applying working knowledge of benefit plans and company policies.
- Ensures all aspects of recruiting compliance responsibilities, including accurate EEO logs, applicant files, and confidential pre-employment checks (reference, background, education, etc), according to applicable state and federal laws and company policy. Advocate for diversity in hiring and fully aware of AAP goals and guidelines.
- Completes adverse impact, new hire and turnover reports quarterly.
- Completes annual EEO-1, Vets 100 and Vets 100A reporting annually.
- Accurately enters data in the HRIS program, such as new hires, promotions, transfers, salary changes, performance reviews, disciplinary documentation, and terminations. Communicates need-to-know changes to appropriate employees.
- Maintains master Review List and provides managers with performance review due dates for their staff annually.
- Cross-trained as primary backup for weekly Payroll processing.
- Creates and posts company-wide announcements including new hires, promotions, and bereavement notices.
- Processes, tracks and completes annual reporting for Educational Assistance Program.
- Manages BizLibrary orders/returns and assists employees with finding resources.
- Performs exit interviews for internal and external employees as needed.
- Prepares vouchers for bereavement donations.
- Manages employee referral incentives per policy; prepares check requests.
- Responsible for updating and maintaining company phone directory and organizational charts.

ADDITIONAL RESPONSIBILITIES

- Assists with continuous improvement initiatives to identify the most effective recruiting tools and strategies for our business.
- Administers skills testing as needed.
- Ensures compliance posters are maintained throughout the company.
- Processes conference room requests for the 730 Building using MS Outlook.
- Completes administrative tasks i.e. filing, shredding, auditing personnel files, preparing terminated and applicant files for transfer to electronic storage, etc.
- All other projects and duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

Type of work requires the utmost confidentiality and ability to multi-task. Excellent verbal, written, and customer-focused interpersonal communication skills are required. Must be courteous, professional, and able to effectively work with people at all levels of the organization. Self-motivated as well as ability & desire to work well on a team. Must be organized, analytical, and able to perform duties accurately with minimal direction; Punctual and timely in meeting all requirements of performance, including but not limited to, attendance standards and work deadlines. Proficient in MS Office Suite, including Excel, Word, and Outlook.

EDUCATION

NOTE: This document is a guideline and is not intended to be all inclusive of the job or work responsibilities. The employee understands that they are required to perform all work assigned by their supervisor provided it does not violate any laws or regulations, or expose the employee to any physical or health hazards.

EDUCATION

Minimum of an Associates Degree in Human Resources or related field is required; Bachelors Degree preferred. Position requires a minimum of 2 years HR-related experience. Prior experience recruiting for both non-exempt and exempt level positions is preferred.

NOTE: This document is a guideline and is not intended to be all inclusive of the job or work responsibilities. The employee understands that they are required to perform all work assigned by their supervisor provided it does not violate any laws or regulations, or expose the employee to any physical or health hazards.