

HUMAN RESOURCES GENERALIST

Job Responsibilities, including but not limited to:

Under the supervision of the HR Director and according to established policies and procedures, provides functional support in various areas of human resources for all attorneys and staff including, but not limited to leaves of absence administration, policy and procedures drafting and administration, benefits and payroll administration, and compliance.

Essential Duties and Responsibilities:

- Serves as a key point of contact for employees with questions regarding benefits and payroll.
- Ensures compliance with applicable federal and state laws and maintains electronic and paper records to reflect the same.
- Provides HR support to staff regarding performance management, employee relations, employee development and other HR initiatives.
- Proactively alerts HR Director on all potential HR related issues and prepares potential solutions.
- Participates in general employee relations issues and makes recommendations for resolutions. This includes documenting investigative interviews and coordinating disciplinary meetings.
- Maintains knowledge of state and federal legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures and reporting are within compliance requirements.
- Ensures all HR policies are posted and updated per regulatory requirements.
- Conducts New Hire Policy and Procedure training for all new hires.

Qualifications

- Expert level knowledge of principles and practices of human resources administration, as well as employment laws in Arkansas and Texas.
- Proficiency in Microsoft Word, Excel and Outlook required.
- Must have ability to balance multiple projects and have strong project and time management skills. Must possess a high attention to detail.
- Must display an aptitude for working in a fast-paced environment with a demonstrated ability to work autonomously, take direction and exercise good judgment. Must have ability to reason and apply common-sense understanding to situations encountered.
- Demonstrate a high level of professionalism and interpersonal skills to communicate and work well with employees at all levels within the organization and maintain all information in the strictest of confidence. Must use tact and diplomacy when dealing with others.
- Ability to simultaneously process routine daily functions, resolve sensitive issues, and complete complex assignments utilizing above average critical thinking skills.

Education and Experience:

- Bachelor's degree in Human Resources or other related field required.
- A minimum of five years of progressive experience in the field of Human Resources is required.
- Experience in working in a professional services firm is preferred.
- PHR or SHRM-CP is preferred.

To apply, visit mitchellwilliamslaw.com/careers. For more information, contact our Director of Human Resources Melissa Trelfa at 501-688-8838 or mtrelfa@mwlaw.com.