Job Description: **Human Resources Generalist**

Reports to: **Chief Financial Officer**

Position Purpose: Responsible for the day-to-day management of personnel, communications, and policy administration.

**Key HR Responsibilities:**

* Assist in talent acquisition and recruitment processes
* Conduct employee onboarding and orientation
* Create training & development initiatives
* Assist in development and implementation of human resource policies
* Organize probationary and semi-annual employee performance reviews
* Administer employee benefit programs and worker's compensation plans.
* Process payroll & schedules for employees.
* 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
* Maintain and update human resources documents, such as organizational charts, employee handbooks or directories, or performance evaluation forms.

**Other Key Responsibilities:**

* Monitor and maintain supplies for offices and nursery, as well as employee uniforms.
* Answer telephones, direct calls, and take messages.
* Process online gift card purchases and phone transactions as needed.

**Job Requirements:**

* Bachelor’s degree in Business, Human Resources, or related required
* 3-5 years of experience in Human Resources; additional experience may be substituted for education.
* Deep understanding of Labor Law and employment equity regulations.
* Efficient HR administration and people management skills.
* Excellent record keeping skills.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell.

The employee must occasionally lift and/or move up to 50 pounds.

Each BNP person is an integral part of the overall success. To keep BNP operating at an efficient, effective and profitable level, all BNP members are asked to assist in different areas of the operation and to perform tasks that are outside of their day-to-day responsibilities. However, *exceptional customer service is every BNP employee and leader’s responsibility*