

JOB TITLE:	Human Resources Generalist/Payroll
JOB LOCATION:	Prince George, VA
STATUS:	Non-Exempt, Hourly
EXPERIENCE REQUIRED:	
A college graduate from a 4 year institution with at least 5 years of HR Generalist experience. Experience in a small business office environment. Has the ability to maintain confidentiality, strong communications and people skills, detail, results and process oriented.	
POSITION RESPONSIBILITIES:	
<ul style="list-style-type: none"> • Responsible for all in-processing to include, offer letters, reference checks, background checks, new hire paperwork, issuing keys, e-verify and initiating the in-processing sheet for all departments to complete, drug testing and any necessary follow up • Responsible for benefits administration to include adding, changing and deleting employee information (Anthem, VSP, Delta, AFLAC, Hartford), reviewing invoices for accuracy, liaison for Managed benefits, participate in the renewal process and open enrollment • Responsible for all out-processing procedures to include sending COBRA letters, cancelling insurance if applicable, collecting keys and closing out personnel file • Review timesheets for accuracy and provide support to employees • Responsible for 401k administration to include adding and changing employee information, transferring of funds, notifying newly eligible employees during open enrollment, the distribution process and year end compliance • Process payroll bi-weekly • Maintain a termination listing • Maintain and update all job descriptions • Maintain and update authorization listing for Management weekly • Responsible for EEO reporting • Responsible for OSHA reporting • Responsible for the VETS-100 reporting • Maintain and update all HR processes and procedures (Desktop SOP) • Monitor leave requests and balances • Responsible for initiating and maintaining Worker's Compensation claims • Update and maintain Employee Handbook and JLMI Policies and Procedures • Understand and adhere to all applicable federal and state laws • Maintain all internal keys and update key inventory as needed • Responsible for responding and following through with all unemployment claims • Participate in job fairs • Assist in recruitment efforts • POC for all employment verification • Maintain performance evaluation forms and notify Managers of upcoming evaluations 	



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	<ul style="list-style-type: none">• Maintain all employee personnel records• Perform other HR duties as assigned• Develop and maintain process flow procedures for designated area

I have read my job description and I completely understand all of my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about my job duties, I will discuss them with my immediate supervisor or Human Resources.

Employee Name (Print): _____

Employee Signature: _____

Date: _____