

Job Description

Date: 2/23/2016

Title:	HR Generalist / Office Manager	Department:	Maui Ops
Reports to:	General Manager, Maui	Status:	Exempt

I. Job Purpose/Objective

The HR Generalist/Office Manager will work directly in support of the General Manager on all activities related to Human Resources. Must also provide administrative office support to General Manager.

II. Essential Job Functions

Incumbent may perform any or all of the following:

- Working with Corporate Human Resources to initiate requisitions for open positions in Maui.
- Collaborating with Corporate Human Resources in the recruiting of qualified staff for open position.
- Onboarding and credentialing for new hires. Maintain up to date credentials for all current staff.
- Provide guidance and consultation on employee relations' matters. Document and collaborate with Corporate Human Resources as necessary.
- Assist General Manager in the maintenance of proper processes and protocols.
- Ensures compliance with state and federal laws and regulations.
- Management of day to day office operations.
- Supports General Manager with scheduling, correspondence and data reporting.
- Other duties as directed by General Manager.

III. Physical Demands/Working Conditions:

- Air Conditioned office
- Desk and chair
- General office equipment and supplies
- Light work: Exerting up to 15 pounds of force occasionally and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of force greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.
- Standing and typing for a sustained period of time
- Pushing, lifting and reaching occasionally to complete tasks
- Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly

- Perceiving the nature of sounds at normal speaking levels or without correction. Ability to receive detailed information through oral communication, and make fine discriminations in sound
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal and expansive reading
- The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work)

IV. Supervision

Does this position supervise other employees?	No
If no, does this position make work assignments and/or check the work of others but without the supervisory responsibilities?	Yes
If yes, what positions:	Maui Operations Staff
If yes, what are the supervisory responsibilities?	All HR related duties, including compliance with Company policies and procedures.

V. Essential Skills (Minimum qualifications individual must possess when entering position) – i.e. skillsets, key performance indicators, education, certifications, etc.

- Bachelor's degree in Business, Human Resources or a related field plus 2 to 5 years of experience in Human Resources, or an equivalent combination of education and experience.
- Proficient in MS Office - Excel, Word, PPT, Outlook
- Experienced in working with HR information systems and comprehension of HR analytics and metrics
- Excellent organizational and process skills with a demonstrated ability to work on multiple priorities at one time.
- Adept at creating practical solutions to daily business challenges
- Demonstrated ability to deal with confidential and highly sensitive information.
- Ability to be influential in delivering change
- Superior communication and listening skills
- Ability to work independently as well as collaboratively in a fast-paced environment
- Strong conflict resolution skills

Employee Name	Employee Signature	Date
Manager Name	Manager Signature	Date
Human Resources Name	Human Resources Signature	Date

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.