



Job Description: HR Generalist

**Marquez Brothers International, Inc.**  
**Job Description**

Job Title:	HR Generalist
Department:	Human Resources
FLSA Status:	Exempt
Reports to:	Director of Operations with a dotted to San Jose HR
Location:	Fresno

**Summary**

This position is Human Resources Generalist position. The HR Generalist will be supporting management teams with regard to ensuring compliance with Company policies and procedures as well as improving processes to execute efficient, time effective operations. This position is responsible for ensuring practices are in compliance with Federal and State law. The position requires maintaining exceptional working relationships with management teams, precise and prompt resolution to employee relations issues, and strong organizational skills. This position is based in Fresno, CA and will report to the Director of Operations with dotted to San Jose HR.

**Responsibilities**

Job responsibilities include, but are not limited to:

- General HR Administration: filing, new hire paperwork, processing termination and all personnel status change requests
- Recruitment process: job postings, screening resumes, candidate tracking, and conducting interviews
- Ability to prioritize and handle highly confidential matters
- Provide coaching and counseling to staff as well as management team
- Ensure accurate record keeping and documentation
- Serve as liaison with benefit administrator with regard to employee claim and coverage issues as needed
- Acts in the interest of the employee and Company in accordance with Company policies, governmental laws and regulations.
- Partners with management team to communicate Company policies, procedures and expectations
- Ensure all personnel files and I-9 forms are complete, current, and stored appropriately and in accordance with secure standards
- Assist management with administering discipline process: verbal warnings and written warnings
- Ensure all terminations procedures and required steps are followed accurately and on time to ensure compliance with Federal and State law
- Process background checks
- Conduct New Employee Orientation
- Manage employee relations issues and assist managers with performance improvement plans as needed

**Qualifications and Skills Required**

This position requires the following knowledge and experience:

- Bachelors Degree in Business Administration, Business Management with a concentration in Human Resources
- Minimum 3 years experience as HR Generalist.
- Ability to work under pressure and meet deadlines
- Ability to manage multiple high priority projects effectively
- Proficient in Microsoft Office applications including Word, PowerPoint and Excel
- Must be bilingual (English/Spanish)
- Must have a solid understanding of Federal and State Laws
- Must be able to work independently as well as a member of a team
- Must have excellent organizational skills
- Must have strong communicate skills; both orally and in writing