

Bilingual HR Generalist/Specialist

Position Title: Bilingual Human Resources Generalist/Specialist

Location: Cheverly, Maryland

Job Type: Full Time

Anticipated Salary (Commensurate w/ Experience): Up To \$70k

Languages Required: English and Spanish Written and Spoken

Position Description:

- Knowledge of Various State and Federal Employment laws
- Familiarity with union agreements and CBA's
- Oversee the job application process
- Answer general HR inquiries using both written and verbal English and Spanish
- Coordinate employee training classes
- Assist with employee relations
- Assist with benefits administration; explain policies to employees and coordinate enrollments
- Participate in performance reviews
- Distribute personnel forms and company materials to employees
- Process new hire paperwork, as well as termination paperwork
- Will assist with timesheet collection and payroll as necessary
- Administer 401(k) plan – post bi-weekly payroll uploads, update deferral changes, process loans and hardship requests
- Manage benefits enrollment and changes, partner with payroll department and vendors to ensure accurate billing and employee contributions
- Conduct benefits orientation for new hires, provide appropriate benefits packages
- Manage time off programs including FMLA and Workers Compensation program, coordinate ADA accommodation requests as needed
- Pay and reconcile invoices for all company and union sponsored benefits plans
- Process Medical Support Orders
- Coordinate COBRA and ensure appropriate correspondence is sent to terminated employees
- Create and disseminate censuses and reports
- Process life insurance claims
- Respond to employee benefits inquiries via phone, email, mail, and/or fax
- Other special projects and tasks as assigned.

Qualifications Summary:

Minimum three years relative experience in human resources employee / labor relations.

- Bachelor's Degree preferred; preferably with a focus in Human Resources, Industrial Relations, Business Administration or related field.
- Fluency in English & Spanish required.
- Kronos HRMS experience is a plus
- Experience with benefits administration, employee relations, on-boarding, new hire orientation and performance reviews/appraisals
- Ability to speak, read and write English and Spanish
- High level of confidentiality
- Proficiency in MS Word and Excel
- Knowledge of benefits administration, employee relations, new hire paperwork/E-Verify/on-boarding, performance reviews and or payroll
- Strong knowledge of labor and employee personnel principles, practices and methods.
- Excellent communication and analytical skills, as well as the ability to exercise sound judgment and arrive at sound conclusions.
- Knowledge of federal and state employment, civil rights and labor laws, rules and regulations.
- Knowledge of HR record keeping/file maintenance methods, practices and procedures.
- Knowledge or research and investigative methods and practices.
- Knowledge of mediation, negotiation, and conflict resolution methods and practices.
- Experience researching and analyzing statistical or informational data.
- Skilled in effectively utilizing written communication in the development of investigative reports, management reports, training guidelines, and written descriptions.
- Skilled in utilizing verbal communication in presentations and responses to inquiries and complaints.
- Experience identifying, diffusing and mediating differences, and developing consensus.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Proficiency in MS Office Suite
- A valid driver's license is required to visit another local company office.

Supervisory Responsibility

This position will not supervise employees.

Licenses and Certifications

SHRM-CP[®], **SHRM-SCP[®]**, **PHR[®]** and **SPHR[®] Preferred**

Work Environment

While performing the duties of this job, the employee is regularly exposed to an indoor office setting with moderate noise.

Travel

Limited travel to various worksites may be required.

Benefits

Excellent benefits offered. Free parking. Casual attire. Salary is commensurate with experience, training and education.

About Brooks & Brooks Services, Inc.:

Brooks & Brooks Services is a resourceful team that delivers results our customers require to improve performance and accomplish the mission for greater operational success. Through our approach we provide our customers world-class analysis, service and insight to solve problems and consistently meet the demand with measured outcomes. Brooks & Brooks provides a diversified portfolio of services to federal, state and local government and to various commercial sectors. We provide facilities management and maintenance services, managed engineering services, professional consulting services as well as water treatment services.

Applying

If interested complete & submit online application located at <http://www.brooksandbrooks.com/chemical-testing.html> to careers@brooksandbrooks.com