

# Human Resources Generalist

## Job Summary

Responsible for performing human resources-related duties on a professional level and work closely with HR and Senior Level Management. This position carries out responsibilities in some or all of the following functional areas: employee relations, training, employment, affirmative action, leave of absence, recruitment and file maintenance, etc.

## Job Duties

- Prepare and process records, documents, correspondence and other materials of a sensitive nature.
- Maintain compliance with federal, state and local employment laws and regulations.
- Screen applicants, coordinate testing, schedule interviews, administer drug tests, schedule pre-employment physicals, and conduct new/rehire in-processing.
- Update and maintain employee personnel files and records to ensure their completeness and compliance with governing agencies.
- Maintain knowledge of current issues, Company Policies and laws related to employment.
- Update and maintain HR information (HRIS) records and compiles reports from the database.
- Counsel, process, and manage requests for Family Medical Leave (FMLA) and other Leave of Absence programs.
- Assist in the administration, tracking, and management of the Affirmative Action Plan (AAP).
- Maintain and process notices of unemployment claims and potential charges in a timely, efficient manner; participate in unemployment hearings as necessary.
- Manage and track employee attendance, including absences, vacation, and leave of absences, etc.
- Perform other duties as assigned.
- Regular attendance at work and the ability to work flexible hours, including overtime, weekends, and holidays.

**Duration:** More than 150-days

**Hours per week:** 40+

**Salary:** Salary commensurate with skills and experience

## Qualifications

Education/Experience: High school diploma or GED equivalent. An equivalent combination of education and experience may be considered.

## Required Skills

- Intermediate level Microsoft Word, Excel, and Outlook. Ability to read and interpret documents such as safety rules, general business periodicals, professional documents, insurance plans, Company policies/procedures, and governmental regulations.
- Effectively present information and respond to questions from senior management, employees, applicants, government officials, and the public.
- Apply common sense understanding to carry out instructions furnished in written, verbal, or diagram form.
- Add, subtract, multiply, and divide in all units of measure.
- Integrity, flexibility/adaptability, initiative, interpersonal skills, attention to detail and multi-tasking.
- Maintain the confidential integrity of details pertaining to Eastern Shipbuilding Group.

## Desired Skills

- Three years experience in Human Resources.
- Bi-lingual English/Spanish.

## Employer Benefits

Company paid health, dental, and life insurance; other benefits include vision, disability, accident, cancer, and life insurance, pre-paid legal, paid vacation and holiday pay.

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disability status or any other status or characteristic protected under applicable federal, state, or local laws. Pre-employment drug testing and physical required. For consideration, qualified applicants may apply in confidence at:

[www.easternshipbuilding.com](http://www.easternshipbuilding.com)

## Apply

Eastern Shipbuilding Group, Inc. - Human Resources  
13300 Allanton Road, Panama City, FL 32404 or  
134 S. East Ave., Panama City, FL 32401  
[HR@easternshipbuilding.com](mailto:HR@easternshipbuilding.com)



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