

## **Human Resources Generalist**

REAL Solutions Group is Growing! Join our amazing organization as the HR expert! REAL Solutions Group (RSG) is building for greatness and we need an HR Generalist who can help drive our highest HR value initiatives. The HR Generalist will share in our growth mindset and scale our HR processes with our cross-functional teams. This individual ensures operational excellence in our day-to-day HR processes and continuously seeks out ways to enhance our client service interactions. Are you passionate about employee experience? Are you a creative problem-solver? Do you drive to get work done well and expediently? Then we'd love to meet you!

This position works remotely with candidate location preference in the Central, Mountain or Pacific time zones. Remote work locations supported in the following states: IL, IN, NY, OR, TX, WA.

### **What we do:**

REAL Solutions Group was established to support pharmacies, telehealth companies, and drug supply chain facilities in successfully achieving sustainable regulatory compliance and industry credentialing. REAL Solutions Group offers independent and reliable consulting services through an experienced team of professionals that help navigate the ever-changing landscape of regulatory requirements. We are genuine in our dedication to protecting public health while understanding what it takes to achieve and maintain accreditation and compliance in the industry.

### **What you will do:**

- Effectively manage high volume onboarding activities
- Coordinate the completion of onboarding paperwork with new hires
- Set up HR, Benefits, etc. accounts for new hires
- Facilitate new hire orientation as well as schedule IT and Finance orientations
- Ensure hiring managers have completed new hire checklists and onboarding plan
- Ensure new hires have completed their onboarding checklists
- Conduct exit interviews and general offboarding paperwork
- Maintain I-9 and compliance
- Maintain record keeping compliance with HR files
- Maintain HR data integrity including data entry, data processing and data correction
- Coordinate onboarding and offboarding processes with Payroll/Finance and IT
- Develop strong client and stakeholder relationships
- Correspond with employees on general HR inquiries
- Actively improve the employee experience and general HR processes
- Serve as a partner and resource on HR related issues, and general employment questions for internal policies.
- Promote and drive awareness of benefits and encourage employees to take advantage of benefits.

- Monitor usage of benefits programs through regular auditing and reporting and provide recommendations on enhancements or changes to programs in support of company objectives.
- Help ensure complete and regular reviews and updates to company policies in support of company culture and state and federal compliance obligations.
- Act as a partner to the payroll team to administer requests for sick days, time off, and leaves of absence, as well as any changes in compensation, bonus or related changes including termination or leave of absence.
- Maintain accurate internal records and company documents to ensure compliance, meet audit needs and manage employment risk.
- Assist in managing vendor relationships for HR related vendors.
- Ensure HR practice follows all required laws and statutes.
- Organize and lead mandatory employee compliance training.
- Build, manage, and maintain efficient processes for the most timely and accurate internal employee and departmental changes.
- Analyze trends and monitor metrics to regularly offer recommendations on potential enhancement to the employee offering or operational standards.
- Build and develop strong relationships across the organization to help build internal enthusiasm for internal projects, programs and initiatives.
- Other tactical and strategic HR initiatives or cross-functional projects as required.

**What you will bring:**

- 2+ years of HR operations experience; experience in other HR COE areas a plus!
- Bachelor's degree preferably in Human Resources, Business, or related field
- PHR certification highly preferred
- High volume onboarding experience
- Business acumen - to build and develop solid understanding of functional business groups.
- Demonstrated ability to exercise sound judgment and handle confidential information and conversations appropriately and with care.
- Prior experience working in a high growth, start-up environment will be desirable
- Thrives in a fast-paced environment with the ability to pivot and problem-solve
- Time Management, prioritization, organizational skills, attentiveness, and keen attention to detail
- Excellent communication skills (written and oral) with good interpersonal skills and ability to develop and foster peer-to-peer relationships with partner counterparts and internal team members
- A strong team player – comfortable and motivated working in a collaborative environment, with the ability to build relationships with key stakeholders

**What we offer:**

We are committed to the health and well-being of our employees, their families, the communities they live in, and our customers. To support these commitments, RSG offers excellent health benefits, 401k and a competitive paid time off program.