

WHO WE ARE

Packaging Graphics is an industry leader in providing printed blister cards, folding cartons, insert cards, stretch pack cards, skin sheets, as well as thermoformed blisters, clamshells and insert trays.

Our world class organization will provide the expertise, resources and technology solutions to keep you competitive, improve turnaround time, decrease costs, and increase your revenues.

Due to our continually busy manufacturing organization we have an immediate need for a Human Resources Generalist to support the organization through administration of HR policies, procedures, benefits and compliance issues. This position reports to the Director of HR and offers potential for career advancement and growth. Qualified candidates will have worked in a Human Resources department and be ready to make the move to a more independent role within an organization.

Specific areas of responsibility include:

- Manage all benefit administration, including Health, Dental, Vision Life, LTD, 401(k) and COBRA
- Ensure compliance with FMLA, ERISA and HIPPA laws
- Maintain personnel records
- Coordination of immigration documentation including VISA renewals and green card applications and processes
- Respond to employee questions regarding benefit coverage, PTO, COBRA, and internal policies and procedures
- Payroll processing & check distribution
- Coordinate all New Hire HR Induction meetings
- Assist in recruiting including managing outside recruiter contracts and job-posting websites
- Maintain and update Employee Handbook with new policies and benefit information
- Collect, maintain, and analyze employee data
- Assist in preparation of internal employee communications regarding compensation, benefits, and company policies

Essential Skills and Experience Required:

- At least four years Human Resource experience in a highly dynamic environment
- Experience in benefits and policy administration
- High level of discretion required for sensitive information
- Ability to prioritize and organize
- Strong communication skills, both oral and written
- Positive and professional at all times
- Must have initiative and demonstrate a pro-active approach to all tasks
- Strong organizational skills -- able to handle multiple tasks with minimal supervision
- Proficient in Microsoft Office packages, including Excel, Word, Access, PowerPoint and Outlook
- Ability to work with staff at all levels
- English-Spanish fluency highly desirable

Packaging Graphics offers a competitive salary, an excellent benefits package including health, dental, life and disability insurances, as well as a 401(k) plan, paid time off, and a professional and growth oriented environment.

Please visit us at www.packgraph.com