



AN EQUAL OPPORTUNITY EMPLOYER

## New Job Opening

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### Human Resources Generalist

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Del-Co Water is a non-profit cooperative water utility headquartered in Delaware, Ohio. We are hiring for a HR Generalist who is responsible for performing Human Resources duties on a professional level for our company. This is a full time salary position reporting to the Controller. Salary range is \$56,000 - \$70,000 based on experience.

#### **Area of Responsibilities**

This position is responsible for recruiting, onboarding, training, benefit administration, employee relations, payroll, performance management, and employment law compliance.

#### **Essential Duties**

Develop and coordinate effective recruiting strategies. Conduct new hire onboarding and employee training. Develop and track employee training programs. Administer all insurance benefits, 401 K, and pension plan. Respond to employee questions about all benefit plans. Serve as company contact for all benefit plans. Provide support to management on employment matters. Develop, recommend, and implement personnel policies and procedures in line with company's mission and goals. Respond and assist with investigation of allegation of harassment, discrimination or unfair treatment, or other complaints. Serve as back up to payroll processing. Maintain all employee records and generate reports. Responsible for Workers Compensation claims management. Coordinate with safety personnel on claim status and return to work strategies. Ensure compliance with all federal, state and local laws and regulations on all employee related matters. Other duties may be assigned.

#### **Qualifications**

A Bachelor's degree in human resource management or business and a minimum of five years of related experience preferred. You must be able to work with the highly confidential and sensitive issues of human resources work. Must be able to exercise sound and prudent judgement. You must have excellent verbal and written communications skills and be able to communicate effectively with a variety of audiences. Excellent interpersonal skills needed. Through knowledge of Windows and Microsoft software required. Valid Ohio driver's license is required.

#### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk and reach with hands and arms. The

employee is occasionally required to stand; climb or balance; and stoop, kneel or crouch. The employee occasionally lifts and/or moves up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The noise level in the work environment is us

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*We offer an excellent benefit plan that includes health, dental, vision, life and disability insurance. Paid time off benefits include personal time, sick time, and vacation time. In addition to our pension plan we a 401(k) and a Roth Plan.*

**Submit your resume and cover letter to:**

[information@delcowater.com](mailto:information@delcowater.com)

**Deadline to Apply: October 10, 2018**