

Massachusetts Property Insurance Underwriting Association is seeking a Human Resources Generalist to join our Human Resources Department. This position is responsible for completing a variety of tasks to support the daily operations of the human resource department and providing administrative support to Executive team. These duties include benefits administration, payroll reconciliations, recruiting, onboarding, responding to employee inquiries, department expense management, and HRIS data entry, management and maintenance as well as creating, updating, and applying all human resources policies and company guidelines and making sure they adhere to standards of laws and regulations. This position is the primary point of contact for day-to-day HR operations within the organization. This work involves sensitive employee information which requires confidentiality and security of all data.

JOB REQUIREMENTS:

This position requires a bachelor's degree or equivalent work experience in a related field and three years Human Resource experience is required. Must be able to work independently and maintain confidentiality at all times. Computer proficiency necessary to include Office 365, Google Forms, SharePoint and HR Systems. Strong verbal and written communication skills are needed to communicate with colleagues, clients and/or external stakeholders and an ability to express ideas and concepts clearly is required. Must have a willingness to work as part of a team, sharing information and learning from colleagues. Strong analytical skills and a high level of accuracy and attention to detail are crucial. Must be able to work independently, have computer proficiency and maintain confidentiality.

RESPONSIBILITIES:

1. Handles employee inquiries involving matters such as simple policy questions, address changes, benefits. Responds effectively to HR-related inquiries, either providing information or directing/triaging to HR Management, Operations Management and/or subject matter experts. Escalates more complex questions to appropriate party.
2. Responsible for the recruitment and onboarding process; posting job openings, screening resumes, scheduling interviews, assisting the Manager of HR Operations and Vice President of Human Resources in conducting interviews, background screening, preparing offers, managing the onboarding process for new employees, including paperwork and orientation.
3. Provides administrative and project support to the HR and Executive team.
4. Provides support and draft preparation for all HR Communications to include research, policy development and revision, memo and email preparation and scheduling employee meetings.
5. Assists in the bi-weekly payroll processing which includes coordination with payroll to ensure timely and accurate payroll processing; performs bi-weekly payroll reconciliations through the HR Bi-weekly Payroll Compare Report, ADP Payroll Changes report, Time and Attendance Hours Report and 401k Changes and Deferral reports. Reviews ADP Time and Attendance and trouble shoots and assists with Time and Attendance issues/questions to help resolve any issues that may arise.

6. Responsible for the Employee Records Management within the ADP HRIS system; maintaining accurate employee files, updating personnel information and ensuring compliance with data privacy regulations.
7. Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
8. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
9. Responsible for management of all HR documents within the HR drive making the appropriate revisions when necessary.
10. Assists the Manager of HR Operations in development and delivery of employee training programs.
11. Assists with reconciliation of the ADP Compensation events and prepares appropriate personnel salary records.
12. Responsible for Benefits Administration to include assisting employees with benefits enrollment, processing changes, and answering questions regarding health insurance and other benefits plans. Reconciles enrollments within the ADP HRIS system on a bi-weekly basis.
13. Submit employee data reports by assembling, preparing, and analyzing data (i.e. 401k, pension, census, etc.) which includes the preparation and upload of the required monthly PPIO pension employee data upload and assisting the Manager of HR Operations with the annual PPIO pension data validation request.
14. Responsible for the coordination, management and administration of the Education Incentive Program, Flexible Office Allowance and Professional Development Program in accordance with the Association policies.
15. Prioritizes requests / issues that need special attention and works with the Senior HR staff on solutions or responses.
16. Coordinates and administers Transportation Fringe Benefit programs.
17. Responsible for all HR workflows which include new hires, name changes, position changes or terminations.
18. Responsible for the management of the HR SharePoint Benefit Web Page.
19. Responsible for the preparation and reconciliation of all HR monthly invoices and payment processing in Flexi.
20. Responsible for the processing of all HR mail to include opening, reviews of mail and provides to the appropriate HR team member.
21. Responsible for the preparation of the MPIUA monthly employee newsletter and the monthly ESG calendar of events.
22. Responsible for effectively managing the ESG/DEI agenda, meeting coordination and monthly meetings including coordinating outside vendors for ESG events.
23. Assist the Manager of HR Operations with the HR Roundtable agendas and meeting meetings.
24. Manages in collaboration with GFMS, the joint Employee Resource Groups agenda, meeting preparation and quarterly meetings.
25. Manages, maintains and orders supplies for Employee Café.
26. Review and update job descriptions annually or as needed.
27. All other duties and projects as assigned. In particular, assisting the other departments on administrative duties in spare time.

ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

To complete the essential functions of this position in a complete and timely fashion, the person must be able to:

- Must be able to remain in a stationary position 100% of the time.
- Needs to occasionally move about the office to access documents, office machinery, interact with team members, attend meetings, etc.
- Operate a computer and other office productivity equipment as needed to meet the requirements of this position.
- Read and create both physical and electronic documents.
- Effectively communicate with employees, customers, vendors, and other internal and/or external business partners on the telephone, in writing and in person.
- Think analytically, concentrate on assigned tasks, observe, and remember detail, and make decisions sufficient to meet the requirements of this position.
- Ability to travel as needed to meet the requirements of this position.

We offer an excellent benefits package, a matching 401(k) program, pension program, and we are conveniently located in Government Center.

For more information about Massachusetts Property Insurance, please visit our website at www.mpiua.com. Interested applicants should send resumes via e-mail. We are an Equal Opportunity Employer.