

# Job Description

Title: Senior HR Generalist

Cost Ctr: 903-000

Work Location: Addison, TX

Position Status:  Full-time  Part-time

Division & Department: Human Resources

Position Reports to: VP, HR

## **JOB SUMMARY**

The Senior Human Resources Generalist will administer all corporate employee related processes on a global basis. The Senior Human Resources Generalist is expected to support management in analyzing and evaluating organizational training needs to develop and oversee training methods and materials resulting in meeting organizational strategic goals; ensure the institutionalization of and ongoing monitoring of the “Leading by Values within Authentix” system; and provide timely and relevant feedback and input to the VP, HR on people related processes.

## **SUMMARY OF ESSENTIAL JOB FUNCTIONS**

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

- Administer and monitor organizational compliance with corporate values, policies and key corporate processes including:
  - “Leading by Values within Authentix”
  - Employee performance management and development programs
  - Compensation and rewards programs
  - Communications and employee engagement
- Control all HR tactical and administrative matters including:
  - Maintaining accurate employee records
  - Administering employee benefit programs and manage related vendors
  - Maintaining HR related systems (e.g. ADP employee portal)
- Manage the onboarding of new employees.
- Assist with the development of an attractive and cost-effective portfolio of benefit programs, the selection and monitoring of key vendor partners and the implementation of these programs.
- Ensure compliance with all legal and regulatory requirements and deadlines.
- Plan and coordinate company-wide team building and celebration events.
- Conduct needs assessments to ensure conformity with mission training objectives and develops training plans as needed and recommend program changes.
- Prepares auxiliary plans for training project completion, including comprehensive scripting and timelines. Coordinates related instructional document preparation.
- Prepares training status reports and communications as required.
- Develops and recommends methods and materials for training staff and may propose new curriculum, ideas for group discussions, demonstrations, and workshops.

# Job Description

- Incorporates new training methods that will enhance programs and are relevant to meeting company strategic goals
- Remains current on developments in training and instructional methodologies, including technology enhancements
- May conduct analysis of instructor performance to drive improvements.
- Plan, schedule, and administer training workshops.
- Proven ability to effectively communicate and design messaging; excellent public speaking abilities.
- Works with various departments to gain agreement on skill gaps to be filled.
- Coordinates external training classes and assists team members in career development by converting requirements into applicable training.

## **KNOWLEDGE, SKILLS AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- Teaming and collaboration
- Human Resources programs and systems
- General business acumen
- Outgoing and approachable
- Leading by example
- Detail oriented
- Proficient in Outlook, Excel, PowerPoint, Word, LMS, HRIS
- Strong organizational skills
- Maintain a high-level of confidentiality
- Requires 7+ years of related experience
- Excellent interpersonal, verbal, written, presentation skills and the ability to present complex information to a variety of audiences
- Ability to actively conduct and lead internal training sessions
- Ability to operate in a fast-paced environment
- Proven ability to master the full training cycle

## **SPECIAL REQUIREMENTS**

- <20% [domestic/international] travel required

## **WORK REQUIREMENTS**

The work environment characteristics are representative of those an employee encounters while performing the job. Authentix is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments of 2008 and all applicable state and local laws concerning disability accommodation. Reasonable accommodations will be

# Job Description

provided to individuals with known physical or mental disabilities if such accommodation would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Environment: Work is performed primarily in a standard *office* environment. Employees may work under the stress of regular interdepartmental interaction and pressure to meet various deadlines.

Physical: Essential functions require sufficient physical ability and mobility to work in an *office* setting. While performing the duties of this job, the employee is frequently required to stand and/or sit for prolonged periods of time; must be able to hear and verbally communicate in order to exchange information in person or over the phone; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull up to 25 pounds of weight; to operate office equipment requiring repetitive hand movement; to occasionally travel to other locations using various modes of private or commercial transportation.

## **NOTIFICATION**

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all responsibilities, duties and required skills. This Job Description does not constitute an offer of employment. The employment relationship between the Company and its employees is "At-Will" and based on mutual consent. Authentix, Inc. is an Equal Opportunity Employer.