



Job Title: HR Generalist

Interested candidates please send resume and cover letter to haley@tatesrents.com
Possibility for part time or flexible scheduling

Job Summary

Join our family! Tates Rents is a third generation, family owned and operated business that has been serving the Treasure Valley for more than 70 years. Our success wouldn't be possible without the hard work and dedication of our valued employees.

We are looking for a motivated HR Generalist with an eye for detail and a knack for organization and creating processes. This position will be key in maintaining the culture of a local, family owned business while also structuring the company for future growth and success. This position will be based out of our corporate office on Vista Ave.

Essential Job Duties and Responsibilities

- Manages payroll, ensures timely, accurate processing.
- Maintains HR records, manages Paylocity software and its feature while maintaining confidentiality of all records and information.
- Manages health care benefits enrollment and maintenance, communicating with carriers and broker to assist employees.
- Administers 401k, sets up accounts, aligns with payroll system, communicates benefits to employee when eligible.
- Handles business insurance, auto, liability, casualty, equipment and workers compensation.
- Leads safety initiatives and compliance including incident reports and planning safety trainings.
- Ensures compliance with ACA, FMLA and all other state and federal laws and regulations.
- Coordinates new employee orientations.
- Onboards new employees, entering into system, ensuring employee has all information and resources to be successful and follows up.
- Manages employee exit process, conducts exit interviews.
- Recruitment including coordinating job fairs, advertising open positions and creating relationships with schools and employment firms.
- Analyze human resources data and industry trends to make informed recommendations to leadership.
- Perform other duties as required.

Qualifications

Education, Skills & Requirement

- 3+ years' experience in payroll and human resources practices and procedures.
- Bachelor's degree within business or HR discipline or commensurate non-bachelor's degree experience.
- Experience using Paylocity software is a plus.
- Self-starter with strong problem solving and time management skills. Must be able to manage multiple projects.
- High level proficiency with Microsoft excel, general computer and software knowledge.

Working conditions

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Hearing: Perceiving the nature of sounds with no less than a 40 db loss @500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.

Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Benefits

Work for the Treasure Valley rental industry leader, with an established history of success. Tates Rents takes pride in treating its customers and employees like family.

- Qualify for top notch health benefits, including vision and dental
- Qualify for 401K benefits with generous dollar for dollar matching up to 4% of your compensation.
- Quarterly bonuses based on company performance. (Make the company better every day and share in earned success)
- Uniforms provided
- Use rental equipment upon availability and approval
- Five paid holidays and ability to earn additional paid time off

This company is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: military status, race, color, religion, gender, genetic information, sexual orientation, national origin, physical or mental disability and/or age.