



4299 Cranwood Parkway, Cleveland, OH 44128

Provide A Ride, a customized transportation provider, in Warrensville Hts, OH, is seeking an experienced **Human Resources Generalist** to join our HR team.

The right person will have 3 or more years of hands-on experience in human resources and will be someone who is interested in making a difference in a dynamic and growing environment. This position will assist the HR Manager in administering day-to-day functions and maximizing efficiencies within the HR department. As the HR Generalist, you will be responsible for leading or supporting human resource functions in areas such as legal and contractual compliance, leave management, unemployment and workers' compensation, employee relations, training, recruitment, and coaching. As a member of the HR team, you will also support other human resources functions as needed.

Essential Responsibilities:

- Executes and administers company policies and procedures.
- Ensures compliance with contractual and department of transportation (DOT) requirements by maintaining employee credentials up-to-date, and preparing information/reports that are required. Administers the DOT substance abuse program and ensure compliance with mandates.
- Supports employees with the injury reporting process and forms. Submits and manages status of claims under the direction of the workers' compensation claim manager. Acts as main contact person for workers' compensation.
- Responds to unemployment claims and represents the company in unemployment appeal hearings.
- Prepares medical leave packets for qualified employees, approves leave, and tracks status. Documents, researches, and follows up with issues of concern.
- Provides support to management in the resolution of issues of concern. Investigates employee issues, gathers information, provides recommendations, and prepares correspondence/response on specific subjects.
- Researches and responds to employee questions regarding credentials, benefits, policies and procedures, etc.
- Participates in recruitment, pre-screening, interviewing, and on-boarding activities as needed.
- Prepares and presents trainings on supervisory and human resources topics as needed or requested.
- Provides statistical reports/data as required.
- Helps coordinate employee training programs and events.
- Establishes priorities for managing own work while staying on a focused, efficient path for achieving results.
- Acts as business ambassador and presents a positive image of the company.
- Performs other duties as assigned.

Education and/or Experience:

- Bachelor's degree (B.A.) in Human Resources, Business Administration, or related field with three (3) or more years of experience in a human resources generalist role performing similar functions is preferred. Associate's degree in Human Resources, Business Administration, or related field with five (5) or more years in a human resources generalist role performing similar functions; or High School Diploma/GED with seven (7) or more years in a human resources generalist role performing similar functions may be considered.
- SHRM-CP or PHR certification is preferred.

- Demonstrated understanding/knowledge of the fundamental aspects of human resources is required.
- Working knowledge of Federal and State employment laws is required.

Competencies:

- Ability to read, analyze, and interpret general business documents, contracts, and governmental regulations.
- Ability to pay attention to detail.
- General knowledge and understanding of the following computer software programs: Microsoft Office – Word, Excel, Outlook, PowerPoint. Previous working experience with Paychex-HRO, NOVAtime, or ApplicantStack preferred.
- Ability to handle multiple priorities and meet deadlines in a fast-paced work setting while paying attention to detail.
- Ability to resolve different problems or issues quickly.
- Ability to relate with diverse people in a pleasant manner.

Submit Resume to egonzalez@providearide.com for consideration.

Provide A Ride is an Equal Opportunity Employer