



**Title** HR Generalist  
**Reports to** HR Manager

### Job Description

Are you passionate about clean technology? Are you detail-oriented? Do you handle multiple competing priorities with a calm but capable sense of urgency? Array Technologies, Inc. (ATI) is the global leader in the design, manufacture, installation, and maintenance of utility-scale solar tracking systems. If you are interested in contributing to a team focused on bringing clean energy to the world, please consider bringing your skills to our rapidly growing company!

The HR Generalist will manage the day-to-day operations of the Human Resource office. The successful candidate will administer human resources policies and procedures that cover several functional areas including employee relations, training and development, benefits, compensation, organizational development, and employment. They will process data and paperwork for those functional areas according to established procedures.

### Duties and Responsibilities

- Assist in the development and implementation of personnel policies and procedures
- Prepare and maintain employee handbook.
- Participate in administrative staff meetings.
- Improve manager and employee performance by identifying and clarifying problems, evaluating potential solutions, implementing selected solution, and coaching and counseling managers and employees.
- Update job knowledge by participating in educational opportunities such as reading professional publications, attending seminars, maintaining personal networks, and participating in professional organizations.
- Conduct new-employee orientations
- Conducts benefits enrollment for new employees.
- Verify I-9 documentation and maintain I-9 book
- Process terminations ensuring compliance with federal and state laws
- File papers and documents into appropriate employee files.
- Process worker's compensation claims
- Prepares employees for assignments by establishing and conducting orientation and safety training programs
- Respond to unemployment claims in a timely manner and attend appeal hearings as needed
- Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, maintaining records, and representing the organization at hearings.
- Provide back-up support to recruitment function
- Support the implementation and maintenance of future HR technology systems
  - Other duties as assigned

### Required Knowledge, Skills, and Abilities

- Strong working knowledge of Microsoft Office software including Word, Excel, and Outlook.
- Strong organizational skills.
- Ability to multi-task and work independently, yet have strong interpersonal and teamwork skills
- Strong communication skills: writing, reading, listening and speaking
- Speak and read English fluently
- Must dress and act professionally at all times Must be reliable and dependable

### Education and Experience

- Bachelor's degree in Human Resources and at least 5 years of experience.
- SHRM-CP or PHR preferred.