

Full Time

Human Resources Generalist

Company Overview

Founded in 2010, Cultivate has evolved to become the Gifting Experts of our industry and a trusted gifting partner for our clients. We believe the right amount of choice makes people happy, and our gifting options offer something for everyone. We provide Virtual and Event Gifting options with done for you service to help clients appreciate people online or at an event. At Cultivate, we work as one towards our core purpose of appreciating people.

What We Need

Cultivate is currently recruiting a full time Human Resources Generalist, who will serve as Cultivate's culture ambassador and be responsible for the administration of all HR policies, procedures, and programs. Reporting to the President, this role will support all aspects of Cultivate's people strategy and initiatives, with core responsibilities in talent acquisition, compliance and risk mitigation, benefits and insurance, payroll, leave administration, and culture. The Human Resources Generalist will collaborate with managers and leadership on ways to create an ideal employee experience while driving the business forward. Successful candidates will have and maintain a strong knowledge of employment law and be passionate about people strategy. This role is ideal for someone who is looking for a place to have immediate and high impact and wants to see their efforts drive real results.

What You Will Do

- Act as Cultivate's culture ambassador, initiating necessary changes toward improving and maintaining a positive work culture
- Combine an understanding of the company's needs with evolving trends, best practices, and employment law to find ways to support an ideal employee experience
- Stay up to date on team structures, issues, and procedures in order to provide HR perspective (training, disciplinary conversations, development, etc.)
- Provide coaching to Managers regarding professional development; proactively guiding them through performance enhancement, performance reviews, and hands-on mentoring
- Serve as the main point of contact and expert on all inquiries related to employment at Cultivate
- Develop and maintain Cultivate's employer brand
- Lead company growth and development by handling recruitment, onboarding, and new hire training
- Maintain and champion Cultivate's employee recognition program for years of service and professional achievements
- Establish and administer human resource plans and procedures, suggesting new policies to continually improve efficiency of HR operations and processes
- Maintain employee files and records in paper form and in accordance with employment laws
- Maintain compliance with federal, state, and local employment laws and regulations
- Own and administer employee benefits including but not limited to the following:
 - Healthcare
 - 401k (elections and compliance)
 - Workers compensation and unemployment insurance
- Manage and track the following items as they relate to employee compensation:
 - Administer semimonthly payroll
 - Multi-state tax registration
 - Paid time off
 - Leave policies

Must Haves

- Bachelor's degree required
- 3 - 5 years previous experience in HR and Staffing
- Highly organized and detail-oriented with excellent follow-up and time management/prioritization ability
- Proficiency with G Suite and MS Office Suite
- Understanding of employment and 1099 employee laws

- Proven ability to shift culture in a virtual/remote environment
- Ability to negotiate and manage conflict
- Ability to communicate effectively
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with a collaborative work style.
- A demonstrated commitment to high professional ethical standards.
- Ability to problem solve.
- Thrives in a fast-paced, quickly growing environment.
- Capability to multitask and work on a variety of projects and teams
- Ability to understand workflow processes, analyze, interpret, and comprehend detailed processes, reports, and procedures
- Strong problem-solving skills and the ability to independently prioritize tasks, issues, and information
 - Ability to be a self-starter and comfortable with pioneering initiatives from start to finish
- SHRM-CP or PHR Certification preferred

Compensation and Benefits

- Competitive annual salary based upon experience.
- Benefits including 401k (with 3% match) and insurance plans.

Physical Demands

- Events demand physical activity requiring the ability to lift up to 50 pounds.

The above description reflects most duties assigned to the position. Other responsibilities may be requested at any time.