

Human Resource Generalist

ARRI Rental, the premier rental house for professional motion picture Camera and Lighting equipment, is looking for a **Human Resource Generalist** to work in our Secaucus, NJ and Brooklyn, NY offices.

Our products are *Innovative*, our customer service *Legendary* and our staff *Dedicated*

We seek a dynamic individual who has 5 years+ experience in a generalist Human Resource setting with a strong background in payroll processing and administration, benefits management, employee coaching and relations, recruitment and on-boarding required, knowledge of ADP workforce now payroll system a plus.

Essential Job Functions:

- Assists department in development and implementation of Human Resource goals, objectives, policies and priorities for the company
- Communicates Human Resource policies, procedures, and programs to staff.
- Using excellent customer service skills establishes and maintains effective working relationships with managers and employees
- Thoroughly analyze and understand all aspects of benefits offered to staff
- Oversee and maintain the On-boarding experience and on-going training needs
- Handle recruitment effort for ARRI Rental
- Responsible for benefit and recordkeeping administration
- Engages in programs to ensure and maintain professional improvement and education
- Meets with employees/managers as a neutral third party in confidential discussions
- Assists with the implementation of company safety and wellness programs
- Resources policies and governmental laws and regulations, keeping up with law changes

Experience/Knowledge:

Minimum 5 years of experience in Human Resources or a related field, minimum of 2 years in a Generalist capacity. Along with a Bachelor's degree, or equivalent experience in Human Resources/Personnel Management.

Skills/Abilities:

- Excellent oral and written communication skills
- Strong interpersonal and coaching skills
- Excellent computer skills in a Microsoft Windows environment
- Good knowledge of various Federal and State (NY/NJ) employment laws and practices, with particular understanding of laws that impact recruitment of staff
- Ability to maintain a high level of confidentiality in daily operations
- Excellent attention to detail and organizational skills
- Must handle stressful situations professionally and interact with coworkers and/or clients respectfully
- The ability to navigate critical situations with staff respectfully and empathetically

you. Salary is dependent upon experience and skill set.

We truly value our staff and offer the benefits to prove it, medical, dental and vision insurance, a 401k, vacation, sick and personal leave, etc.

If you are someone who possesses these skills and are up to the challenge, we are looking for you. Salary is dependent upon experience and skill set.

To be considered please fax your resume to 845-215-0170 or email to arricareers@arri.com.

ARRI Rental is an equal opportunity employer.

ARRI Rental

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