

POSITION DESCRIPTION

Position Title: Human Resources Generalist and Safety Administrator

Department: Human Resources

Reports to: President

Supervises: N/A

FLSA Status: Non-Exempt

WHO WE ARE

Thrasher Termite & Pest Control is a San Diego, family-owned company that takes pride in demonstrating that we care about our community and our employees. We take pride in having our online reviews show the positive impact we have on our customers' lives and in our team of skilled professionals who protect the public health, community safety, and the environment.

WHO YOU ARE

We are looking for a Human Resources Generalist and Safety Administrator who is passionate about developing an employee-focused culture and takes pride in what they do. The right person for this position will be excited about creating growth opportunities for our team members and the company by supporting HR functions and processes for the organization and by administering Thrasher's Safety Program.

WHAT YOU WILL DO

We encourage you to be you. We are proud to be an equal opportunity employer and will consider all qualified applicants for employment without regard to race, color, religion, gender, gender identity or expression, orientation, national origin, genetics, disability, age, or veteran status.

The incumbent must be able to perform all of the following duties and responsibilities with or without a reasonable accommodation.

Human Resources Duties (70%)

- Manage recruiting, interviewing, hiring, and onboarding of new hires;
- Oversee employee benefits management (401k, health, supplemental, etc.);
- Assist in timecard review and payroll processing;
- Update and create job descriptions and job ads;
- Assist with performance review creation and scheduling;
- Maintain compensation structure and conduct routine pay audits;
- Assist with employee relations issues;
- Assist employees with HRIS (iSolved) issues;
- Provide basic technical support for general computer and Office inquiries;
- Update employee handbook; and

- Update and review compensation structure.

Safety Coordinator Duties (30%)

- Update and administer the company's Injury and Illness Prevention Program;
- Review, update, and develop safety procedures and instructions;
- Coordinate periodic safety meetings and trainings with management and employees;
- Implement a system to identify, correct, and prevent safety and health hazards;
- Perform routine safety checks to prevent hazards;
- Investigate all injuries, illnesses, and accidents;
- Record all work-related injuries according to OSHA and Cal/OSHA reporting standards; and
- Manage workers' compensation claims.

Other Duties

Please note this is a summary of responsibilities and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

WHERE YOU WILL WORK

This position is typically conducted in an office setting, with occasional visits to the warehouse areas. A more detailed listing of the work environment and physical demands is available.

QUALIFICATIONS

Incumbents must demonstrate the ability to follow policies and procedures as established in the Company's Employee Handbook. Incumbents will also contribute to a positive work environment by behaving and communicating in a manner such that they get along with all constituent groups, co-workers, and management.

In addition, the education, experience, and other skills listed below are representative of the knowledge, skills, and/or abilities required.

- Required: Bachelor's degree in human resources, business administration, or relevant field
- Preferred: OSHA 30-hour certification or ability to obtain certification
- Required: two (2) years of human resource generalist experience
- Preferred: one (1) year in the termite and pest control business
- Preferred: one (1) year of administering safety programs
- Preferred: bilingual English and Spanish
- High proficiency in MS Office, including Word, Excel, Outlook, PowerPoint, and SharePoint
- Working knowledge of Smartsheet

- Working knowledge of Mobile Device Management (MDM) programs
- Working knowledge of all standard office equipment
- Able to learn how to use iSolved payroll system