

Blacksburg Location
2001 Kraft Drive
Blacksburg, VA 24060



Radford Location
20 Corporate Drive
Radford, VA 24141

Job Title: Human Resource Generalist

Company Overview

TECHLAB®, Inc. was founded in 1989 by scientists from the Virginia Tech Anaerobe Lab, one of the only three institutions in the world dedicated to the study of anaerobic organisms. In the late 1970's and early 1980's, research headed by Dr. Tracy Wilkins began on *Clostridium difficile* and its toxins.

Today the company is poised for high growth through private equity funding and develops, manufactures and distributes intestinal diagnostics worldwide retaining an emphasis on science and collaborations with universities. Products are focused in the areas of intestinal inflammation, antibiotic associated diarrhea and parasitology. Research continues on markers of intestinal inflammation, the toxins of *Clostridium difficile*, amebiasis and vaccine development. TECHLAB®, Inc. has ISO 13485 certification along with FDA registration. For more information, visit www.techlab.com.

Job Summary

The job of Human Resource Generalist is the point of contact for recruiting and onboarding efforts for US organizational locations, coordinating employee engagement efforts and providing HR support for the US and Global HR teams. Additional duties include, but are not limited to posting employment ads, scheduling interviews, conducting background and reference checks, and extending job offers, conducting new employee onboarding, maintaining company vaccination program, process employee changes and updating ADP, maintaining I9s, oversee various employee benefits including EAP, gym memberships, FMLA and other benefit programs.

The Human Resource Generalist reports to the human resource manager or director of human resources.

Work Activities

- Coordinate recruiting efforts for organization including receiving and processing Job Request Forms, writing job ads based on job descriptions, posting recruiting ads for open positions, coordinating and scheduling interviews with job candidates, retaining interview documentation, preparing offer letters, performing background and reference checks on job candidates and ensuring records are retained, send letters of refusal/offer retractions/FCRA notices to applicants not chosen for hire, maintaining recruiting spreadsheets, and establishing and maintaining relationships with staffing agencies for temporary hiring efforts and maintain staffing agencies files
- Plan and conduct new employee orientation/onboarding, make new hire onboarding packets/paperwork and process new hire paperwork
- Maintain company vaccination program including Flu, Hepatitis, COVID and other vaccines. Duties entail coordinating and scheduling vaccine appointments/clinics for employees, maintaining vaccination records and spreadsheet(s)

- Coordinate employee engagement efforts to include planning company outings, employee events, monthly events, veterans day recognition program and holiday party
- Write and/or update job descriptions and maintain job description files
- Oversee EAP program to include newsletter circulation, headcount submission for billing and bill reconciliation
- Maintain I-9 Files and assist HR team with employee file maintenance
- Point of contact for Gym Memberships
- Assist director of HR in fielding employee and manager questions about policies, procedures, investigations, benefits and assist in serving as a link between management and employees by handling questions
- Assist Director of HR with annual benefits Open Enrollment including 401k plans
- Other duties and projects as assigned by the human resource manager or director of human resource

Tools and Equipment Used

Microsoft Office Suite

HRIS System

ERP System

Job Context

TECHLAB maintains a climate-controlled environment for the human resource generalist. A human resource generalist can expect to work a minimum of 40-hours per week. Overtime is occasionally necessary with or without advance notice. Standard company hours are 8:00 am to 5:00 pm, but the employee may qualify for flextime scheduling at the employer's discretion as well as remote work with manager approval. The employee must lift 20 lbs.

Minimum Qualifications

High School Diploma or Equivalent + minimum of five years Human Resource experience
or

Associate's degree + minimum of four years Human Resource experience
or

B.A. or B.S. + minimum of three years Human Resource experience

Preferred Qualifications

PHR or equivalent certification

Two years in a supervisory role