MAYMONT

HUMAN RESOURCES GENERALIST, FULL-TIME

Maymont is a 100-acre historic estate and park, located in Richmond, Virginia, with many unique experiences for all to enjoy, including a historic mansion, The Robins Nature Center, arboretum, formal gardens, and habitats for native Virginia wildlife and farm animals. With seasonal events and programs, and space for private rentals and celebrations over 800,000 guests enjoy Maymont yearly. Since 1975, Maymont has been maintained and operated by the nonprofit Maymont Foundation, committed to creating experiences that delight, educate and inspire its guests.

The Maymont Foundation is seeking a Human Resources (HR) Generalist that will responsible for managing the day-to-day HR function including partnership with managers for workforce needs, recruitment and hiring of staff, bi-weekly payroll processing, benefits administration, regulatory reporting and compliance, HR analytics, and special projects.

Essential Functions include:

- Partner with hiring managers to discern workforce needs, define job parameters, outline desired qualifications, and update job descriptions accordingly.
- Post open positions internally and to selected websites, receive resumes and application forms. Manage the review, pre-qualification, and distribution of incoming resumes submitted via website and other sources. Support managers and leadership staff as needed in selecting the best candidates.
- Conduct reference and background checks for potential new hires. Communicate with applicants, keep proper documentation.
- Provide on-boarding and orientation for new employees including new hire paperwork, benefits information, estate tours, and introductions. Schedule training as appropriate.
- Develop and manage compensation and performance management process.
- Create and manage staff development and recognition programs.
- Manage biweekly time tracking and conduct payroll processing. Ensure accurate withholding and reporting of payroll taxes, retirement plan contributions, and other benefits.
- Administer and oversee benefits program including medical, dental, vision, life, and disability insurance and retirement savings plan.
- Manage Worker's Compensation program including policy and claims administration, annual audit, and recommend improvements to employee safety protocols, and provide training as needed.
- Provide analysis of HR data and summary reports as needed.
- Oversee regulatory HR compliances including anti-discrimination laws, wage and hour laws, Family and Medical Leave Act, immigration laws, Affordable Care Act, legal posting notices and Occupational Health and Safety Act (OSHA) documentation and reporting.
- Other duties as assigned.

Core Competencies:

- Accuracy and attention to detail.
- Communicates effectively and persuasively, both verbally and in writing.
- Manages time and resources effectively through strong organization, multi-tasking, time management and project management skills.
- Works independently as a self-starter committed to delivering the highest in customer service, quality and results.
- Must have high energy, positive attitude, and flexibility.

- Analyzes information to make sound business decisions. Anticipates problems and works proactively to solve them through creative thinking.
- Proficient in MS Office, i.e. Word, Excel and Outlook, and payroll processing platforms.
- Ability to keep confidential information.

Education and Experience:

- Bachelor's Degree in Human Resources Management, Business, or related field
- Minimum, three years of experience in human resources or related area; HR Generalist experience
- Minimum of one year of experience in payroll administration; familiarity with HR/Payroll software platforms such as Dominion Payroll
- Working knowledge of a variety of HR concepts, practices, and procedures.

Competitive compensation and benefits package include paid-time-off and health, dental, vision, disability and life insurance. To be considered for this position, please email your cover letter and resume to employment@maymont.org and include the position title in the subject line.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

EOE Maymont Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer. All applicants must be authorized to work in the United States.

To keep staff safe, personal protective equipment including hand sanitizer, gloves and masks are provided as appropriate. Protocols for social distancing are in place.