

Job Title: Human Resource Generalist
Department: Human Resources
Location: Wallingford, Connecticut (Hybrid)

Nel Hydrogen

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Hydrogen... the most abundant element in the universe is your ticket to a rewarding future. Every day there are reports of how hydrogen (produced by water electrolysis and renewable energy sources) is displacing fossil fuels, reducing greenhouse gasses, and helping to revitalize our planet.

Nel Hydrogen is the global leader in on-site hydrogen generation and the largest electrolyser manufacturer in the world. Armed with a full portfolio of water electrolyzers and hydrogen fueling station technologies, Nel Hydrogen is leading the charge into the new green hydrogen economy.

If you are driven by personal initiative combined with loyalty and commitment to your team and the ability to convert complex issues into simple solutions, then we want to talk to you. Help make the world a better place. Join a company that is on the cutting edge of new energy innovations, with an energized, progressive culture.

POSITION SUMMARY

Oversee Human resource functions including recruiting, hiring, and onboarding new hires, enforcing company policies and procedures, administers employee benefit plans accordance with federal, state regulations, plan provisions and resolves benefit-related problems to ensure a positive employee experience.

RESPONSIBILITIES:

Recruiting, Onboarding and Offboarding

- Recruit, interview, and facilitate the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Review, tracks, and document compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include check ins, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Conduct or acquires background, drug checks and employee eligibility verifications.
- Facilitates new hire orientation for hires.
- Assist with offer letter creation and sending out offer packages.
- Process all HR changes by collecting completed forms, getting correct approval signatures, ensuring data is complete and accurate.
- Completing I-9 verifications and E-Verify.
- Post jobs on various sites to align with recruiting campaigns.
- Conduct preliminary phone screens.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Conduct onboard and offboard process.
- Maintain confidentiality.

Benefit Administration

- Administer medical, dental, vision, life, disability, FSA, 401K benefits for the US.
- Partner with broker and carrier representatives.
- Assist with annual open enrollment sessions.
- Assist new hires and current employees with new enrollments and changes in the self-service benefit portal.
- Oversee Workers Compensation claims.
- Assist with unemployment claims and hearings.
- Manage Safety Shoe and Eye Glass Program.
- Research other wellness, benefit programs or perks to add value over health and well-being of the workforce.
- Partner with Payroll Administrator; any changes to payroll or notifications to employees.
- Collaborate with Health and Safety Officer.

Compliance and Regulatory Updates

- Complete all state and government reporting (EEO-1, OSHA 300 Logs, VETS 4212, FLSA, FMLA, ACA).
- Assist with Affirmative Action Program.
- Research and keep up to date on Compliance and Legal Changes in CT and other states.
- Stay in compliance with employee records, filing and collecting HR/Benefits Documents.
- Maintain organizational chart updates for CT.
- Use ITAR process.
- Maintain spreadsheets for reporting.
- Assist with HR audits.

Special Projects

QUALIFICATIONS:

- Bachelor's degree in Human Resources or equivalent or equivalent education and experience
- SHRM-CP credential preferred
- A minimum of 4 years of human resources experience
- Must have recruitment experience
- Benefit Administration experience; a plus
- Strong computer skills, Microsoft Office Suite
- Experience using ADP Workforce Now
- Ability to act with integrity, professionalism, and confidentiality.
- Excellent time management skills with a proven ability to meet deadlines.
- Proven ability to manage multiple tasks and deadlines

Competencies:

Ethical Practice / Confidentiality

Communication-verbally and written

Employee Experience Expertise

Follow through/work with sense of urgency

Attention to Detail

Positive Demeanor

Managing Priorities
Proactivity
Critical Evaluation
Advising
Relationship Management
Conflict Management

The above statements reflect the principal functions of the position and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

Nel Hydrogen provides comprehensive health and insurance benefits for its employees as well as a stock option plan. The Company offers competitive paid vacation time, sick leave, and holidays.

The Company has a published Code of Conduct that all employees are expected to follow.

Visas

- Nel will only employ those who are legally authorized to work in the United States. This is not a position for which sponsorship will be provided.
- Individuals with temporary visas such as E, F-1, H-1, H-2, L, B, J, or TN or who need sponsorship for work authorization now or in the future, are not eligible for hire.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. All employment is decided based on qualifications, merit, and business need.

To apply, please e-mail your cover letter and resumé to: nelctcareers@nelhydrogen.com.