



Company:

For over 25 years, Stran has been developing strategic solutions for our client partners by offering customized branded merchandise and creative marketing services to meet the individual needs of our corporate customers. Stran is an entrepreneurial organization and a Top 40 Distributor, placing us among the top 1% in our industry. Stran's corporate headquarters is in Quincy, MA and is accessible by T via the Red Line. For more information on the company, visit www.stran.com.

Position: Human Resources Generalist/Office Manager (Full Time) Stran Promotional Solutions is looking for a Full-Time HR Generalist/Office Manager. Under the direction of the Human Resources Director, this individual performs a wide range of HR duties to support the growth of the business and enhance the company culture. In this hybrid role you will support the Director of Human Resources (90% of your daily duties) with the other 10% as Office Manager. The Human Resources Generalist, under the direction of the Director of Human Resources, provides administrative support to the human resources department to include, but not limited to, recruitment and hiring, retention of staff, benefits administration, orientation of staff, and policy administration. This position is focused on primarily transactional, as opposed to strategic, human resource functions. The Human Resources Generalist is the front line for providing great customer service to our employee's needs. The Human Resources Generalist must have strong organizational skills, the ability to keep employee information confidential, and have strong computer skills. This person will be the backup to process bi-weekly payroll for 100+ employees. You will assist with leave and help enforce company policies and practices. Will function as a backup when the Director of HR is not in the office. In the Office manager role (5-8 hours per week) you will order office supplies, sign, and distribute packages arriving in the office. Research and re-route misdelivered packages. Communicate with property manager as needed.

Reporting: This position will report to the Human Resources Director.

Supervisory Responsibilities:

- None

Essential Duties/Responsibilities in this role:

- Help manage recruitment, assist with pre-screening applicants, set up interviews. Facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings. Ensure that the candidate experience is positive.
- Implements new hire orientation and onboarding new employees.
- Assists with employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including benefits, and leave; performance and talent management; productivity, recognition, training, and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the HR Director.
- Orchestrate and help manage employee annual review schedule.
- Maintain employee files. Review, process, audit and file all personnel changes and other related employee documents.



- Manage and maintain historical human resource records according to records retention requirements.
- Assist with updating the employee handbook.
- Helps coordinate the Annual open enrollment by answering benefit questions and enrolling employees.
- Reconciles benefit invoicing and submits to accounting.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training.
- Maintains knowledge of trends, best practices, regulatory changes, and modern technologies in human resources, talent management, and employment law.
- Develops and maintains organizational communications such as emails, updates company wiki and newsletters to keep employees informed.
- Demonstrated ability to work professionally as a team member and with other members of management.
- Keeps the vacation calendar up to date.
- Develop and track goals for the recruiting and hiring process. Research and recommend new sources for active and passive candidate recruiting. Assists with finding qualified applicants by posting open requisitions within the company and outside the company.
- Work with departments to develop and maintain accurate job descriptions.
- Book travel as needed.
- Back up as needed for payroll processing.
- Complete Employment Verification requests.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Detail oriented and deadline driven.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks.
- Ability to act with integrity, professionalism, and maintain strict confidentiality.
- Knowledge of employment-related laws and regulations is helpful.
- Proficient with Microsoft Office Suite or related software.
- Excel skills are extremely helpful.
- Comfortable using payroll software.

Education and Experience:

- Bachelor's degree in relevant field.
- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential preferred but not mandatory.
- 3-5+ years of HR experience.
- Must be able to use the telephone and video platforms for communication.

Location: This position will be based out of our company headquarters in Quincy MA. Working hours will be full-time, Monday-Friday. No remote work.



Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer. The HR Generalist is regularly required to stand, walk, talk or hear.

Interested candidates should submit a resume, cover letter and link to their portfolio for consideration. Please email us at careers@stran.com.

Stran Promotional Solutions | stran.com
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