



**HUMAN RESOURCES GENERALIST – Compensation & Benefits Specialist - #14121**  
**Greene, NY – 1<sup>st</sup> Shift**

Raymond is a multi-billion dollar corporation that is part of Toyota Industries Corporation. We've been a proud innovator of material handling solutions for 95 years — designing and building the best lift trucks and material handling equipment in the business. We're also the leading producer of electric lift trucks in North America, and together with Toyota, the largest in the world! Our lift trucks are highly sophisticated vehicles with the same amount of embedded software that you would find in your automobile. Our designs are aesthetically pleasing, and easily noticed by our clients. To see more about what we do, and where we're going, go to [www.raymondcorp.com](http://www.raymondcorp.com). We're the industry leader and have the biggest market share of electric lift trucks sold in North America. Great things are happening at Raymond!

**JOB SUMMARY:**

Under general supervision, administers, designs, develops and implements programs in support of Human Resources and Corporate strategic direction. Program functional areas may include, but are not limited to compensation, job analysis and description, disability, leave and time off benefits, affirmative action/equal employment opportunity, performance management, welfare benefits, retirement benefits, rewards and recognition and special assignments. Ensures all programs are in full compliance with relevant regulations and laws.

**JOB REQUIREMENTS:**

- **Is subject matter expert in compensation program administration and/or leave of absence administration**
- Maintains the highest level of confidentiality in all aspects of day-to-day activities.
- Leads effort to proactively assess organizational program needs, and designs, develops, implements and administers programs in support of those needs for assigned functional areas of responsibility. May assist with and provide support for functional areas other than those specifically assigned.
- Develops budget for assigned programs, and administers them within existing budget guidelines. Manages discrepancies, and keeps manager informed of major deviations.
- Ensures that assigned Human Resources programs are compliant with all legal requirements (e.g. ERISA, HIPAA, FLSA, FMLA, etc.).
- Monitors trends in assigned areas of responsibility, makes recommendations and develops and delivers proposals for adjustments to ensure market competitiveness of programs.
- Assists employees, retirees, applicants and other customers with program questions, providing exceptional customer service at all times to bring prompt resolution to any issues that may arise. Monitors for trends and ensures resolution of root cause of issues, keeping manager aware of trends. Enlists manager's assistance for resolution of most difficult/complex trends.
- Authors a variety of employee communications for assigned areas.
- Ensures timely and accurate administration of all programs, including timely and accurate completion of all related documentation. Sets example for appropriate follow through. Maintains records with appropriate supporting material, and updates records as necessary.
- Plans and coordinates human resource projects/events. Such projects/events are generally large in scope and impact.
- Develops and reports assigned metrics. Monitors trends and implements programs to ensure continuous improvement.

**EDUCATION/EXPERIENCE:**

Fully competent professional position, requiring a Bachelor's Degree in a related field. A Master's Degree in a related field, CEBS certification, SPHR or PHR is preferred. 6 – 10 years related professional experience is required.

**HOW TO APPLY:**

<https://careers.raymondcorp.com/>

**The Raymond Corporation is an EO employer – M/F/Veteran/Disability**

The Raymond Corporation is an E-Verify Employer