



Human Resources Generalist

Are you a non-traditional Human Resources professional looking for an opportunity to make a positive impact on a successful, culture-driven, and fast-growing company? Do you aspire to be a part of a team that creates something great? If so, we'd love to hear from you.

Classification: Salary Exempt
Schedule: 40-hour workweek

Location: Pasadena, TX
Reports to: Corporate Controller

Position Summary

Haygor is seeking a proactive and strategic **Human Resources Generalist** to join our culture-driven and growing team. This hybrid role supports both **Human Resources and Finance functions**, ensuring smooth operations in areas such as payroll, benefits, recruitment, compliance, and accounting. The ideal candidate is detail-oriented, people-focused, and collaborative. You will play a key role in fostering a positive workplace culture while contributing to financial accuracy and operational efficiency.

Human Resources Responsibilities

- Administer payroll processing and ensure all employee loans, deductions and withholdings are accurately applied
- Oversee payroll tax reporting and compliance with federal and state employment laws
- Address employee relations concerns with professionalism and confidentiality
- Manage employee onboarding, offboarding, and related documentation
- Conduct or coordinate interviews, exit interviews, and candidate screening
- Serve as the primary point of contact for all employee benefits, including medical, dental, vision, supplemental policies and 401(k) programs
- Manage new hire benefit enrollment, qualifying life event updates, and terminations
- Evaluate and shop the market to identify competitive and cost-effective benefit solutions
- Utilize HR platform to manage job descriptions, post open positions, and streamline the recruitment process through the company website
- Maintain up-to-date HR policies, handbooks, and regulatory filings
- Ensure confidentiality and accuracy of all personnel files and records
- Support compensation tracking and policy application
- Serve as the contact for the Texas Workforce Commission, including handling unemployment claims, documentation, and appeals

Finance & Accounting Support Responsibilities

- Review and enter credit card expenses for AMEX cardholders in coordination with monthly reconciliation
 - Act as backup for Accounts Receivable (A/R) processing
 - Prepare and post monthly payroll accrual journal entries
 - Perform daily QuickBooks backup to ensure data protection and continuity
 - Assist with month-end closing duties
 - Order and maintain office supplies, breakroom inventory, and check stock
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Success in This Role Looks Like

- Accurate and timely payroll processing and tax filing
 - Seamless coordination with the Finance team for reconciliations and accounting tasks
 - No compliance gaps or violations in HR or payroll
 - Effective recruiting and onboarding of new hires
 - Consistent employee engagement and satisfaction
 - Well-maintained, organized office and resource areas
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Required Skills & Qualifications

- Relevant experience in Human Resources and/or Finance functions is required; formal degree is a plus but not required
 - Minimum 5 years of hands-on HR and/or accounting experience, ideally in a small-to-mid-sized business environment
 - Strong working knowledge of employment laws, payroll processes, and benefits administration
 - Proficiency in Microsoft Office Suite, especially Excel
 - Experience using QuickBooks and HRIS systems preferred
 - Excellent interpersonal, written, and verbal communication skills
 - Highly organized with strong attention to detail and the ability to multitask
 - Proven ability to handle confidential information with discretion
 - A proactive, team-oriented mindset with the ability to work independently and solve problems creatively
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Company Core Values: The P.A.T.H. Forward

At Haygor, we walk the P.A.T.H. every day by living out these core values:

- **Pride** – Take ownership in everything you do, and take pride in our company, our people, and our service.
- **Accountability** – Follow through, own outcomes, and support one another with integrity.
- **Trustworthiness** – Build strong, reliable relationships through honesty, transparency, and respect.
- **Hardworking** – Show up, stay committed, and go the extra mile because excellence is earned.

These values are the foundation of Haygor's culture and success.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

All qualified applicants receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.