



Human Resources Generalist

The successful candidate for this position is someone who thrives in a fast-paced environment, likes challenges and can adapt quickly to an ever-changing work environment while fostering work-life balance. To fit our culture, the HR Generalist must be a strong team player, be service oriented and responsive to all levels of the organization with excellent communication skills. This individual will assist the HR Manager on a variety of day-to-day HR functions for a workforce of 300+ employees in a manufacturing environment. Our HR Department partners with management to meet the strategic goals of the corporation by developing talent and fostering a positive, team-oriented environment based on accountability and professionalism.

Duties:

- Provides HR policy, practices, and policy guidance to management and applies knowledge across the disciplines of HR, such as talent acquisition, learning and talent development, organization effectiveness, change management, compensation and benefits administration, employee relations, employment law, internal communications, and leadership
- Develops human resources solutions by collecting and analyzing information; recommending courses of action
- Improves manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counseling managers and employees
- Completes special projects by clarifying project objective; setting timetables and schedules; conducting research; developing and organizing information; fulfilling transactions; communicating with clients to ensure clear expectations; resolving concerns; analyzing time and cost issues; preparing reports
- Provides leadership, coaches and develops employees and managers at all levels of the organization
- Manage the employee performance appraisal and annual compensation process.
- Facilitates the corrective action process with managers to foster continuous improvement, conducts exit interviews and manages employee terminations
- Applies, monitors and enforces employment laws, regulations, policies and procedures. Responsible for providing expertise on laws that impact the company such as EEO, Worker's Compensation, FSLA, OSHA, OWBPA, ADA, ADEA, FMLA and other federal, state, or local regulations
- All other duties as deemed necessary by the department manager

Qualifications:

- BA/BS in Human Resources Management or a related field required; PHR/SPHR certification a plus
- Three years' Human Resources experience in a fast paced, high volume, customer-focused environment, with an emphasis on interpersonal relationship building, employee relations, and project management
- Familiarity with HRIS databases and extensive knowledge of Microsoft Office applications, specifically Excel and Outlook as well as excellent demonstrated written and verbal communication skills
- Must be comfortable developing and conducting group presentations to employees and management
- Must be able to work in a team environment, to get along with others, and to build and maintain positive, productive working relationships with all levels of employees
- Excellent organizational and customer service skills essential
- Demonstrated ability in handling highly sensitive and confidential matters effectively and discreetly
- Working knowledge of employment law and benefits administration