

**DEPARTMENT:** Human Resources

**JOB TITLE:** Human Resources Representative

**REPORTS TO:** Human Resources Manager

**PURPOSE:** Provide HR generalist assistance in the disciplines of staffing, employee relations, performance management, safety, policy deployment and training & development.

**JOB DUTIES**

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- Provide leadership in employee staffing and new employee on-boarding.
- Respond to and resolve employee relations issues according to company policies and state and federal employment regulations.
- Ensure all new employees are properly oriented to the company by verifying all related paperwork and conducting new employee orientations.
- Responsible for conducting screening interviews for candidates and working with the hiring managers to arrange subsequent interviews.
- Negotiates and extends offers for non-exempt positions and suggests offers for exempt level positions as needed. Creates offer letters for prospective employees.
- Assists manufacturing sites with staffing and turnover reduction initiatives.
- Create and post advertisements and job postings for new and vacant positions.
- Create, update, and maintain job descriptions.
- Conduct exit interviews.
- Educate new employees on Company policies and procedures regarding payroll, benefits, handbook, confidentiality, security, etc.
- Maintain filing pertaining to I-9 employment verification for INS reporting requirements for all employees.
- Assist as needed with the Safety Program and Plant Auditing.
- Assists employees, supervisors, and department heads to settle work-related conflicts through advice and coaching recommendations.
- Assist management as needed with employee performance issues and recommend solutions to implement improvement.
- Assist in handling unemployment compensation hearings.
- Responds to inquiries regarding policies, procedures, and programs.
- Effectively communicate with the various internal and external customers.
- Create and maintain a Procedures Manual for all processes related to job function.
- Various duties as assigned.

## **JOB REQUIREMENTS**

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- Ability to accurately input, access employment related information.
- Ability to maintain high level of confidentiality related to all duties and responsibilities
- Ability to communicate effectively both orally and written
- Ability to coach and counsel employees as needed.
- Ability to operate all necessary office equipment required to accomplish job duties, such as, computers, calculators, fax machines, telephones, etc.
- Ability to learn and use a variety of software programs, such as, Microsoft Word, Microsoft Excel, and ADP
- Knowledge of employment interview techniques & HR law.
- Ability to manage multiple tasks and deadlines simultaneously
- Ability to remain calm and professional during peak periods
- Ability to work daily and overtime as necessary
- Ability to assist in other work related areas as requested
- Attend seminars and conferences as requested by management
- Ability to travel to manufacturing sites as needed.

## BASIC PHYSICAL REQUIREMENTS

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Approximate: 8-Hour Day (may be longer during peak season)

**Key:** N/A = Not Applicable Frequent= 34% to 66%  
 Occasional = 0% to 33% Continuous = 67% to 100%

Standing	Occasional
Sitting	Continuous
Walking	Occasional
Bending/Kneeling/Crouching/Stooping	Occasional
Reaching Above Shoulder	Occasional
Climbing (stairs, ladders, etc.)	Occasional

### **Working on Heights:**

Unprotected Heights	N/A
Protected Heights	N/A

Lifting Weights from 0 to 50 pounds	Frequent
Push/Pull/Maneuver Equipment/Products/Materials	
Weighing from 0 to 50 pounds	Occasional

Being Around and/or Operating Moving Machinery/Equipment	Occasional
Operating a Vehicle (as a part of your job)	Occasional
Read/Monitor Gauges on Various Equipment/Machinery	N/A

### **Hand Movements:**

Recording Data	Continuous
Operating Office Equipment	Continuous
Operating Computer	Continuous
Simple Grasping (right and left)	Frequent
Firm Grasping (right and left)	Frequent
Fine manipulating (right and left)	N/A

Foot Movements to Operate Foot Controls	N/A
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Good Vision, Corrected to Normal; or Ability to Access Required Information and to Perform Job Duties	Yes
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Color Definition	Yes
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Good Hearing, Corrected to Normal; or Ability to Communicate and/or Understand Required Information and to Perform Job Duties	Yes
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Ability to be Mobile throughout Required Work Areas	Yes
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Office	Continuous
Multiple Locations	Occasional
Plant	Occasional
Equipment/Maintenance or Repair Area	N/A
Rough Terrain	N/A
Other	N/A

## **BASIC MENTAL REQUIREMENTS**

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This job requires the mental capabilities to input, process and understand the mechanics of employment issues in relation to all levels of employees. Successful candidate will process information ensuring the accuracy and timeliness of the hiring function. Furthermore, the incumbent of this position must apply logical thought processes, good judgment and solve problems related to the job functions as they arise.

## **WORKING CONDITIONS AND EXPOSURES**

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General office working conditions exist, including some extended periods of computer work and extended hours during peak periods of activities. Incumbent will also periodically spend time at manufacturing facilities.

## **TRAINING**

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### Safety:

Right-To-Know

### Other:

On-The-Job

Employee Handbook

## **JOB QUALIFICATIONS**

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### Education:

A Bachelor's Degree in Business Management, Human Resources or a related field is required.

### Experience:

2 – 4 years of human resources experience required.

PHR certification is preferred.

“Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job.”