



## HR Generalist

Marshalltown Company is seeking an HR Generalist to provide daily HR support and implement HR initiatives to support key business objectives. The position will be located in Marshalltown, Iowa.

### Responsibilities:

- Develops and executes recruitment strategies for salaried and hourly recruiting and college intern programs. Conducts new employee orientation and ensures proper on-boarding of new hires.
- Manages workers compensation investigation, claims process and case management.
- Participates in delivering training and monitoring safety programs and processes.
- Ensures adherence to terms of labor contract by monitoring day-to-day implementation of policies concerning wages, hours and working conditions.
- Performs benefits administration to include benefits enrollments, claims resolution, change reporting, and invoice review.
- Provides consulting services for employee relations issues.
- Facilitates various in-house training programs.
- 

### Successful candidate will have:

- Bachelor's Degree and 3 to 5 years of HR experience or equivalent combination of education/experience.
- Recruiting experience with both college and experienced candidates.
- Working knowledge of applicable state and federal employment laws.
- Experience in administering FMLA and Workers Compensation.
- Basic benefits administration knowledge.
- Must be proficient in Microsoft Office Suite and an HRIS/Payroll system.
- PHR or SPHR certification highly preferred.
- Bi-lingual language skills are a plus.

A world leader in our industry, Marshalltown Company is a manufacturer of innovative tools that have been the standard of quality since 1890 and are used by professionals and homeowners throughout the world on projects with brick, concrete, drywall, plaster, tile, paint and wallpaper.

Marshalltown Company is an EOE offering competitive compensation & benefits. All candidates are subject to a post offer drug screen. We invite you to explore the opportunities and benefits of being a part of our team. For more information, visit [www.marshalltown.com](http://www.marshalltown.com).

Submit resume to:  
arhr@marshalltown.com  
Marshalltown Company  
Attn: HR Director  
2200 S Industrial Drive  
Fayetteville, AR 72701