

Human Resources Generalist



JOB FUNCTION:

The Human Resources Generalist will provide support by performing a variety of HR tasks and activities related to human resources including but not limited to employee relations, workers compensation, training, compliance, recruitment, HRIS and employee leave administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as a resource by responding to questions and concerns, administering Employee Handbook policies/procedures and assisting in resolving work-related matters
- Conduct investigations when employee complaints or concerns are brought forth
- Provide guidance and assistance in the disciplinary action process by making recommendations on the appropriate level of corrective action
- Assist the corporate Risk & Safety team with coordination of worker's compensation activities
- Coordinate and communicate employee medical leave as needed
- Assist with the administration of programs, procedures, and guidelines to help align the workforce with the strategic goals of the company
- Assist with the recruitment process including interviewing and hiring
- Assist with the performance evaluation process of select positions, including addressing performance issue and provide coaching as needed
- Assist with educating employees and answering questions about benefit and perk offerings
- Maintain employee data and utilize HR software (HRIS)
- Maintain positive working relationships with support departments through ongoing communication
- Provide support for training programs aimed at employee development and compliance
- Partner with management to communicate policies, procedures, programs, and laws
- Protect the interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations (EEOC, ADA, NLRA, FMLA, ERISA, DOL, and so forth.)
- All other duties or projects as assigned

BASIC QUALIFICATIONS:

- Bachelor's degree in Human Resources, Business Administration or a closely related field or any combination of education and experience that provides equivalent knowledge, skills, and abilities is preferred
- General knowledge of applicable state and federal Human Resources laws and practices required
- Knowledge and application of Human Resources principles and practices
- Excellent communication skills
- Strong organizational skills
- Strong attention to detail
- Ability to prioritize work effectively
- Ability to maintain confidentiality of sensitive data

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PREFERRED QUALIFICATIONS:

- 5+ years related experience
- Bilingual preferred, but not required

*EOE