



## HR Generalist

[Story City, IA](#)

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### Description

For over a century, American Packaging Corporation (APC) has been a leading flexible packaging converter for customers throughout North America. We nurture our employees by providing competitive salaries, excellent benefits, 401(k) plans, and tuition reimbursement programs. These are just a few reasons why we were named a “Best of the Best” in the Best Workplaces in the Americas awards for 12 years in a row. APC’s longstanding success is fueled from the inside out, and we consistently seek to improve our internal operations to propel that success into the future.

**SUMMARY:** This position involves a variety of HR functions that may include primary or shared responsibility for benefit administration, compliance, recordkeeping, recruitment, administration of company policies/procedures, employee relations, safety program, and special projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, as well as other duties as assigned.

- Support and participate in safety training, embrace concepts of and actively practice in the SPOT Safety Program fundamentals to aid American Packaging Corporation’s efforts to achieve a zero-accident rate.
- Maintain all employee personal information (i.e., HIPPA, personnel files, personal/confidential files, and general HR-related files).
- Generate monthly highlights, ensuring accurate information (i.e., overtime, absenteeism, safety, turnover, headcount report, etc.) and timely distribution.
- Point of contact for employees regarding benefit related questions.
- Assist with new employee orientations and act as back up to HR Business Partner.
- Enroll all benefit eligible employees in 401(k), life, etc.
- Coordinate onsite benefit meetings.
- Coordinate compliance measures for HIPPA, ACA, FMLA, COBRA, STD, LTD and additional programs that arise.
- Responsible for the following employee relations functions/activities:
- Coordinate new employee orientations, onboarding process and terminations.
- Chair or co-chair company-wide employee special events: Winter Party, Summer Outing, company newsletter/announcements, Health Fairs, etc.
- Assist in coordinating employee programs: safety shoe program, continuing education and training, and community events.
- Expand APC’s outreach through approved community relations.
- Partner with HR Manager to research, develop, and communicate various Human Resources policies, procedures, laws, standards, and government regulations.
- Recommend and implement improvement(s) in all processes.
- Maintain absenteeism program.
- Complete employee employment verifications via mail and telephone requests (i.e.: mortgage applications, child support inquiries, etc.) following company guidelines.
- Ability to work additional hours when necessary. Be present for employee issues by occasionally spending time on an off shift.

## Requirements

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Minimum Associates Degree (AA) in a related field of study or equivalent from two-year college or technical school preferred. Prefer experience and competency supporting a manufacturing location with 400+ employees. Experience with Paylocity HR system a plus.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Proven ability to speak effectively in front of groups of employees, organizations, or customers.

### **MATHEMATICAL SKILLS**

Ability to add, subtract multiply and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. The ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

### **REASONING ABILITY**

The ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **OTHER SKILLS/ABILITIES**

Candidate must possess/exhibit the following skills/abilities:

- Proficiency: M/S Office, above average usage of excel charts/graphs
- Self-starter with ability to work independently and as a team member
- Accuracy: uncompromised
- Attention to detail / balance multiple projects / effectively meet deadlines
- Above average communication/presentation/organizational skills: technical information, internal/external customers, all levels of employees
- Conflict Resolution
- Ability to deal effectively with a variety of individuals at all levels within the organization.
- High level of confidentiality of sensitive and personal information
- Innovation: constantly re-develop systems
- Always maintain professionalism/professional demeanor
- Maintain good attendance: at work as scheduled, on time
- Safety conscious
- Knowledge of employee benefits and company policies and procedures
- Knowledge of HR systems (Paylocity, etc.)

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, and use hands to finger, handle or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms, stand, walk, stoop, kneel, crouch or crawl and climb or balance. The employee is regularly required to hear.

The employee must occasionally lift and/or move up to 30 pounds. Any lifting over 50 pounds would require assistance. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

*American Packaging Corporation is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. American Packaging Corporation will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you are interested in applying for an employment opportunity and need special assistance or an accommodation to apply for a posted position, please contact our Human Resources department at [APC-Careers@americanpackaging.com](mailto:APC-Careers@americanpackaging.com).*