



## Human Resource Generalist

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**Contact Person:** Marcella Burkheimer, Director of Finance

**Email:** [mburkheimer@bestvetsolutions.com](mailto:mburkheimer@bestvetsolutions.com)

**Phone:** 515-836-4001

**Company Summary:** Best Veterinary Solutions, Inc., which operates across seven states, provides innovative solutions and service to the animal health industry, primarily in the poultry market. We partner with the world's highest quality manufacturers and provide custom manufactured products to empower animal producers to care for their animals at the most reasonable cost.

**Objective:** The Human Resource Generalist will run the daily functions of the Human Resource (HR) department including employment, compensation, payroll, benefits, training, and enforcing company policies and practices as well as workplace safety initiatives.

### Responsibilities:

- Oversees the talent acquisition process, which includes recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental/location managers to understand skills and competencies required for openings. Implements new hire orientation and onboarding.
- Manages the development and maintenance of the Human Resources sections of both the company website, particularly recruiting, culture, and company information; and the HRIS software.
- Responsible for maintaining all bi-weekly payroll operations according to policies and procedures.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent. Assist with the development of salary budgets and performs compensation benchmarking.
- Administers benefit plans including coordination of open enrollment and benefit meetings; process employee benefit claims and billing; coordinates COBRA administration.
- Oversee performance review program to ensure effectiveness, compliance, and equality within organization.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Conducts or acquires background checks and employee eligibility verifications.
- Creates and presents learning and development programs and initiatives that provide internal development opportunities for employees.
- Design, drafts and distributes internal communication regarding status changes, announcements, company policies and procedures, benefits, and the Employee Handbook.
- Oversees workplace safety and training platform to ensure compliance within the organization. Also, an active member of the Safety Committee.
- Assist and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Participate in unemployment fact-findings and appeals.
- Performs other duties as assigned.

**Required Skills/Abilities:**

- Knowledge and experience in employment law, organizational planning, recruitment, organization development, employee relations, safety, administration of benefits and other Human Resources recognition and engagement programs and processes.
- Must maintain high standards of ethical and professional conduct and adhere to strict confidentiality policies and procedures.
- Exhibits strong interpersonal and organizational skills, great attention to detail as well as excellent listening, verbal and written communication skills.
- Excellent computer skills in a Microsoft Windows environment. Must include knowledge of Excel and skills in Human Resources Information Systems (HRIS).
- Excellent proofreader with ability to produce accurate work.

**Education and Experience:**

- Bachelor's degree in Human Resources, Business Administration, or related field preferred.
- A minimum of two year of human resource management experience preferred.
- PHR or SHRM-CP a plus.
- Working knowledge of employment laws and regulations (ADA, EEO, FMLA, FLSA, ERISA, ACA, OSHA) and the ability to appropriately spot employment risk issues.
- Knowledge of federal, state, and local laws governing employee relations practices.
- Capacity to apply discretion and maintain a high level of confidentiality when handling sensitive information.

**Physical Requirements:**

- Prolonged periods of sitting driving or at a desk and working on a computer.
- The ability to working with and around industrial hazards.
- Must be able to lift up to 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.
- Ability to travel to other BVS locations as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.