

TITLE OF POSITION: Human Resources Generalist
DEPARTMENT: Human Resources
REPORTS TO: VP Human Resources

JOB PURPOSE:

Provide assistance to employees and managers in the area of human resources.

JOB DUTIES:

1. Provide advice and counsel to managers and employees on a range of employment issues, including but not limited to performance management, compliance and employment policies.
2. Assists in the administration of the Performance Management system including providing overall support to managers, supervisors and employees in the review processes
3. Responsible for the employee on-boarding process
4. Assist in providing effective and timely employee communication
5. Administer various benefit plans, such as medical, dental, basic life and personal accident insurance, disability plans, long-term care, flexible spending, 401K, retiree benefits and COBRA; to include change reporting, and processing/approving invoices for payment
6. Function as the Safety Committee Leader
7. Work with all levels of the organization to identify staffing needs
8. Handle investigation and resolution of employee concerns
9. Recruit, interview and select candidates for professional, technical and production positions
10. Assist and facilitate disciplinary actions of employees, including attendance, performance and behavior
11. Other duties as assigned.

EDUCATION AND EXPERIENCE:

3-5 years of HR experience or management experience. Must have demonstrated ability to successfully handle employee issues. Degree in Human Resources or closely related field strongly preferred. ADP experience strongly preferred. Knowledge of HR metrics, data collection and reporting is a plus. Excellent knowledge of current employment laws and practices. Recruiting experience with both hourly and salaried positions needed.