



Human Resources Generalist

Job Summary: Responsible for overseeing the Human Resources department, its employees, and all of its essential functions such as benefit coordination and administration, compensation administration, employee relations, policy development and implementation, training, and claims processing.

Essential Duties and Responsibilities:

- Responsible for all facility and corporate HR functions including: HRIS, organizational development, staffing, training, insurance benefits administration, employee relations, leadership, employee and performance development.
- Maintain employee personnel files and all other files to be legal in compliance.
- Ensure that the company is in compliance with labor laws and that the required documents are posted and up to date
- Maintain Employee Handbook with updated resolutions and other pertinent information.
- Attend local job fairs and HR related functions, should it be applicable.
- Handle Unemployment and Workers Comp Claims.
- Negotiate and process Health/Dental and Supplemental Insurance renewals each year, and assist employees with issues/communication with providers when needed.
- At Owner/Manager direction, develop and/or reform company policies (like training) as needed, and implement these policies throughout the organization.
- Accomplishes manufacturing staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures within department, across departments, and as a team.
- Maintains staff by recruiting, selecting, orienting, and training employees.
- Maintains work flow by monitoring steps of the process; setting processing variables; observing control points and equipment; monitoring personnel and resources; studying methods; implementing cost reductions; developing reporting procedures and system; initiating and fostering a spirit of cooperation within and between departments.
- Completes production plan by scheduling and assigning personnel; accomplishing work results; establishing priorities; monitoring progress; revising schedules; resolving problems; reporting results of the processing flow on shift production summaries.
- Creates and revises systems and procedures by analyzing operating practices, record-keeping systems, forms of control, and budgetary and personnel requirements.
- Maintains safe and clean work environment by educating and directing personnel on the use of all control points, equipment, and resources; maintaining compliance with established policies and procedures.

Required Skills:

- Minimum 3-4 years work experience

Preferred Skills:

- Licenses and certifications

Educational/Certification Requirements:

- Bachelor's Degree in HR, Business or a related field preferred