



Human Resources Generalist

Job Scope

The HR Generalist is responsible for various functions, including aligning business objectives with the organizational divisions, day-to-day activities and problem resolution with employees and managers, employee development, organization effectiveness, employee relations, HR policies and procedures, HR legal compliance, and organizational culture. This role ensures effective execution and support of the employees and managers is aligned with the Business Objectives and HR Strategy.

Responsibilities

- Build and drive employee engagement. Advise and coach managers on resolving employee issues. Personally manages complex or significant employee relations issues
Direct, recommend and proactively communicate appropriate implementation of HR policies, practices, and initiatives. Ensures legal and regulatory compliance, including equal employment opportunity/affirmative action, FLSA requirements, etc
In concert with management, builds and drives a positive employee culture
Develop actionable HR plans to support the achievement of departmental goals. Works cross-functionally to achieve business outcomes and improve organizational effectiveness
Proactively identifies organizational needs (talent assessment, team effectiveness, staffing, etc.) and develops strategies for resolving and addressing needs
Assess organizational capabilities and identify skill gaps of key managers. Actively participates with business leadership to successfully onboard talent to the organization
Coach managers and their teams on the development of others to advance the movement of talent across business groups
Champion a work environment that is aligned with Company policies and Vision and demonstrates an ability to influence at all levels of the organization
Actively participate in employee communications and provide right-touch HR support to the business. Work with department leaders on the implementation of training, talent metrics, and reporting
Lead assigned projects and champion HR and business initiatives
Other duties as assigned

Requirements

- Bachelor's degree required. PHR or SHRM â€œ CP preferred
3-5 years of progressive experience in human resources business support role
Strong people management skills with hourly and salaried populations
Demonstrated ability to influence leaders at all levels of the organization
Excellent at developing strong business relationships with managers and employees supported

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



by this role.

Experience in all facets of human resources, including knowledge of recruitment processes, employee relations, and legal compliance requirements

Strong written/verbal communication skills; good listening skills; a team player who demonstrates the ability to relate to employees at all levels of the Company

Approachable, inspires trust and confidence. Ability to use good judgment and discretion with highly confidential business and employee information

Must be adept at analyzing facts and issues, identifying options, and able to decide and recommend a course of action

Independent and organized work style: Effectively manage time and prioritize, assume and manage multiple tasks without close supervision, adapt to change, and consistently meet deadlines. Ability to make independent decisions and regularly suggest ways to improve services and processes

Comfortable with ambiguity and ability to thrive in a fast-paced environment