



## Human Resources Generalist

FLSA: Exempt  
Revision 04/12/19  
Date: \_\_\_\_\_

Department: HR  
Reports To: Admin. Manager  
\_\_\_\_\_

### Job Summary:

HR is the DNA of our culture. HR professionals shall promote employee, safety (trust), teach leaders vulnerability and servant leadership, and be able to create excitement around our game changing technologies. The Human Resources Generalist originates and leads HR practices and drives objectives that will provide an employee-oriented, high-performance team.

Skills and responsibilities include:

1. Recruiting and staffing logistics
2. Employee orientation,
3. Performance management and improvement systems,
4. Development and training.

### Essential Duties:

1. Talent acquisition, recruiting and onboarding of an employee-oriented company culture that emphasizes quality, continuous improvement and high performance
2. Create, Conduct and Develop Training Programs
3. Provide training opportunities for employees to develop a superior workforce
4. Develop and implement systems for employee reviews, goals and satisfaction/performance
5. Participate in the development of HR department goals, objectives, and systems
6. Prepare and maintain reports for assigned functional area(s) as required
7. Participate in departmental meetings and attend other meetings and seminars as necessary to represent the department
8. Ensuring all documents are posted and up to date on SharePoint
9. Responsible for reviewing and updating HR documents on a routine basis

### Additional Responsibilities:

1. Provide Back-Up assistance for Admin
2. Provide Back-Up assistance for the HR Team



**Qualifications:**

Education/Experience:

- Bachelor's degree in Human Resources, Organization Development or related field of study with 5 years' experience; Masters degree preferred.
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations a plus.

Knowledge/Skills/Abilities:

- Exceptional people management, training, leadership and career development skills
- Leading edge knowledge in training areas
- Excellent communication and relationship building skills
- Good writing skills
- Ability to work well with others in a team environment
- Ability to identify and resolve problems in a timely manner
- Competent phone and computer skills
- Ability to be creative, free thinking, and innovative