



<b>Position Title:</b>	<b>Human Resource Generalist</b>
<b>Department:</b>	Human Resources
<b>Report To:</b>	Human Resource Manager
<b>Location:</b>	Owatonna, MN

**POSITION PURPOSE:**

Reporting to the HR Manager, this role is responsible for providing generalist HR leadership to the Owatonna, MN manufacturing location with approximately 600 employees. The role will act as a first point of contact for all human resources related issues including but not limited to employee engagement, recruitment and selection, health and safety, workers compensation, leaves management, performance management, communications, effective roll-out of corporate wide HR initiatives and programs, payroll and benefits administration, employee development and ensuring compliance with all legislative and ethical requirements.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Management of multiple HR & Safety related objectives simultaneously, requiring an energetic, forward thinking individual with high, unwavering ethical standards and an appropriate professional image.
- Build strong relationships with all levels (local site and corporate) in the organization by providing value added HR advice and counsel across a wide variety of Human Resources activities.
- Manage end to end recruitment process (sourcing, posting, behavioral based interviewing, testing etc.) for exempt and non-exempt positions and work with line management to assess recruitment needs and determine the best source for recruiting candidates.
- Manage HR vendor partners as required.
- Ensure compliance with all regulatory and legislative requirements to the facility (Postings, EEO1, FMLA, ADA) and ensure the fair and equitable application of HR policies and procedures.
- Foster a culture of integrity, positive employee relations, and counsel line management on employee relations issues.
- Provide a forum for two-way communication that fosters an environment of openness, trust and cooperation including but not limited to Monthly Town Halls and Focus Groups.
- Facilitate social engagement and recognition events such as Service Awards, Holiday Meals, Community Involvement Events such as United Way, Picnics etc.
- Manage data input and reporting into payroll, benefit and other related HR systems.
- Administer benefit programs such as Health, Dental, Vision, and Retirement.
- Help in facilitation of the wellness program including being point of contact during Onsite Biometric events.
- Plan and conduct annual training and ongoing developmental training.
- Administer the Performance Review Program & Salary Administration program in accordance with Corporate Operating Rules.
- Manage internal investigations and employee issues.
- Support Corporate on HR projects and plan and implement HR programs as assigned.

**KNOWLEDGE / SKILLS / ABILITIES:**

- Self-motivated in taking initiative to achieve results with minimum supervision.
- Strong communication, influence and relationship-building skills with the ability to work effectively with a diverse range of employees at all levels in the organization.
- Strong organizational skills with the ability to handle multiple priorities and activities.
- Strong influence and relationship-building skills.
- Problem solving, negotiation, and people management skills.
- Knowledge of employee relations principles, practices, methods, and programs.
- Knowledge and understanding of employment and labor laws, regulations, procedures, and standards.
- Ability to develop and present development programs and/or workshops.
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
- Management of multiple HR & Safety related objectives simultaneously, requiring an energetic, forward thinking individual with high, unwavering ethical standards and an appropriate professional image.

**QUALIFICATIONS / PRIOR EXPERIENCE:**

- Bachelor's Degree in Human Resource Management, Business Management or related field.
- Minimum of three (3) years of experience within Human Resources in a leadership capacity.
- Experience in working in a manufacturing environment with a strong emphasis on creating a culture of high employee engagement.
- PHR or SHRM certification preferred.
- Knowledge of Safety & Health programs appropriate to manufacturing.
- Knowledge of Payroll Processing, Reporting, and related functions.
- Ability to drive Human Resource & Safety Program at the facility level.

AmesburyTruth is committed to diversity and inclusion. If you are selected to participate in the recruitment process, please inform us of any accommodations you may require. The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

*Qualified candidates: please submit resume to [anni.yule@amesburytruth.com](mailto:anni.yule@amesburytruth.com)*