

Human Resource Generalist

REPORTS TO: Manager, Human Resources	LOCATION: Owatonna, MN
POSITION PURPOSE:	
<p>Directs and coordinates all Human Resources activities such as Recruitment, Benefit & Compensation, Employee Relations, Payroll (ADP), Workers Compensation, Safety & Health, Training, Professional Development and Employee Services at the facility. Acts as an advisor to management to ensure the facility is in compliance with all Human Resources, Safety & Health, Business Ethics, Local, State, Federal Regulations as well as AmesburyTruth Operating Rules.</p>	
ESSENTIAL DUTIES & RESPONSIBILITIES:	
<ul style="list-style-type: none"> • Management of multiple HR & Safety related objectives simultaneously, requiring an energetic, forward thinking individual with high, unwavering ethical standards and an appropriate professional image. • Work as a business partner with Local & Corporate positions to achieve specific objectives. • Ensures compliance with all regulatory requirements appropriate to the facility (Postings, EEO1, FMLA, ADA). • Administers Benefit Programs such as Health, Dental, Vision, Life, Pension. • Conducts Recruitment efforts for exempt and non-exempt positions, Staffing Agency relationships, testing, and selections processes. • Plans and conducts new employee orientation & training, annual training and ongoing developmental training. • Plans & Coordinates Employee Morale Activities such as Community Involvement Events, Picnics, Holiday Meals, Rewards Programs. • Develops and executes strategies around talent development and retention in addition to Safety, Harassment Prevention, Interviewing, Hiring, Terminations, Performance Management, and Coaching/Counseling. • Is in active member of Safety Committee Meetings, Audits, Accident Investigations, and related Programs. • Administers Performance Review Program & Salary Administration program in accordance with Corporate Operating Rules. • Maintains Human Resource Information System records and compiles reports from database. • Plan and implement human resources projects and programs as assigned. • Builds strong relationships with all levels in the organization. 	
KNOWLEDGE/SKILLS/ABILITIES	
<ul style="list-style-type: none"> • Strong interpersonal and communication skills and the ability to work effectively with all levels of staff. • Problem solving, negotiation, and people management skills. • Communication, influence and relationship-building skills. • Knowledge of employee relations principles, practices, methods, and programs. • Knowledge and understanding of federal and state employment and labor laws, regulations, procedures, and standards. 	

- Knowledge of a range of dispute resolution techniques.
- Ability to develop and present educational programs and/or workshops.
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.

QUALIFICATIONS/PRIOR EXPERIENCE:

- Bachelor’s Degree in Human Resource Management, Business Management or related field required.
- Minimum of three (3) years of Generalist experience within Human Resources required.
- PHR or certification preferred.
- Knowledge of Safety & Health programs appropriate to manufacturing.
- Knowledge of Payroll Processing, Reporting, and related functions.
- Requirement to work the hours of 6:30am – 3:30pm

WORK ENVIRONMENT/OTHER REQUIREMENTS

- Must be proficient in Microsoft Office (Excel, Word, Skype and Outlook 365)
- Must be able to use office equipment (scanner, printer, copier, telephone, and computer)
- Must be able to talk/hear/sit for prolonged periods of time
- Ability to lift 25lbs on an occasional basis
- The work performed is conducted in a climate-controlled facility with moderate noise levels that are within OSHA Limits.

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 by Friday, October 12th.