

Human Resource Generalist

Duties/Responsibilities:

Lead employee relations initiatives and be an employee advocate.

Administer company policies.

Maintain confidential employee files and records.

Participate in and support initiatives related to recruiting and fair hiring practices, benefits and compensation structures, diversity, training, and organizational development.

Coordinate the facility's recruiting and selection efforts, both hourly and salary, including but not limited to utilizing the system for job requisition approval and posting, interviewing, and hiring.

Develop business partnerships with managers and team leaders regarding adherence to company policies and procedures. Assist as needed in employee performance issues, discipline and termination and develop trust and confidence in all levels of employees and managers.

Assist with and support the unemployment claim process for Hickory Chair, LLC as needed; gather and organize appropriate documentation, coordinate witnesses, testimony, and participate hearings, if needed.

Assist with exit interviews and generate reports on results, trends and other relevant information.

Maintain accurate documentation and records for all employee matters or concerns that have been managed to closure.

Make recommendations for new programs, policies, training, and development opportunities for the facility.

Administer the FMLA/Leave process with employees and maintain confidentiality per HIPPA regulations.

Lead company sponsored community relations initiatives in order to maintain effective community relations.

Manage compensation and employee transactions for payroll to include hiring, terminations, job movements, rate changes, etc.

Maintain and upkeep the time and attendance system.

Assist with benefits and communicate benefits information to employees and assist in their knowledge and understanding.

Assist with investigations as necessary.