

Human Resources Generalist Position Description

POSITION DATA					
JOB TITLE:	Human Resources Generalist	REPORTS TO:	HR Manager	SALARY:	\$65k to \$75k
DEPARTMENT:	HR	SUPERVISES:	N/A	LOCATION:	Brockport
JOB SUMMARY					
<p>The Human Resources Generalist is directly responsible for assisting in the overall administration and coordination for the day to day human resource operation for their assigned location. Serves as business partner with HR Manager and all managers in the facility. Works closely with all managers on recruiting for needed positions along with direct operations of all recruiting efforts along with the HR Manager. Be that business partner to the facility.</p> <p><i>Nortera Foods USA. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> ▪ Facilitates the administration of human resources plans and programs for all facility personnel. ▪ Assists in planning, organizing, and overseeing all activities of the facility HR department. Participates in developing department goals, objectives and procedure systems. These events may require working off shift hours as needed. ▪ Responsible for all data maintenance and data integrity of all employee records in the payroll/HRIS systems. Assist in timekeeping and payroll processing, to be a backup on weekly payroll. Be a business partner to the front line leaders. ▪ Assists with implementation and update of the annual compensation program, job description updates, monitoring of performance management program, and education of supervisors and managers on providing effective feedback and creating development plans. Assist front line leaders with annual review preparation and deployment as needed. ▪ Manage the medical leave process, paperwork and other items needed with our employees and third party provider. ▪ Assists in making recommendations and implementing human resources policies and procedures for the facility, perform benefits administration to include claims resolution, change reporting and education and communicating them to all leaders in the facility. ▪ Assists HR Manager in maintaining compliance programs for the location and maintains other records, reports and logs to comply with EEO, Corporate Social Responsibility programs, and other state and federal regulations. ▪ Facilitates all recruitment efforts for all facility staff and temporary staffing agency employees; background screening and drug testing; conducts new employee orientation and onboarding, prepares new hire files, maintains I-9 files; conducts exit interviews and recruitment sourcing/advertising. ▪ Establishes and maintains department attendance records and reports, working alongside our front line leaders to ensure accuracy and adherence to company policies. ▪ Assist the HR Manager in investigation or other related employees complaints and communicate findings in writing to the HR Manager and any other manager as needed. Off shift hours might be required for investigations and complaints. ▪ Attend managers meetings in the absence of the HR Manager. ▪ Attend plant communication meetings and safety meets as scheduled. ▪ Member of the facility safety team. ▪ Responsible to walk the production floor on all three shifts an engage with the employees. 					

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- Performs other incidental and related duties as required and assigned.
- Demonstrate a personal commitment to safety, and set a proper example at all times.
- Enforce and implement policies to establish a culture of health and safety

QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to manage multiple priorities and maintain effective levels of customer service.
- Ability to think creatively about reducing transactional time and focus more on business strategic needs.
- Ability to utilize technology and electronic means to process data.
- Ability to communicate effectively with senior management as well as non-exempt employees.
- Ability to work in a team environment.
- Developing innovative solutions to address customer needs while ensuring organizational culture, processes and legal requirements are not compromised.
- Customer Focus: Customers are identified as facility management and employees. Is dedicated to identifying and understanding the needs of customers. Quickly and accurately determines and reacts to customer needs. Gains trust and respect of customers.
- Flexibility: Able to adapt and work effectively with a variety of situations, individuals, or groups. Can change approach as the requirements of a situation change, and to change or easily accept changes in organization or job requirements.
- Communications: Able to write clearly and effectively present ideas; able to read and interpret written information. Can clearly present information through the spoken word one-on-one and in small or large groups. Listens well.
- Ability to work effectively and efficiently with limited supervision.
- Computer Skills: Intermediate Word for Windows, Excel, PowerPoint, Google software, and various internal software products.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting 90% of the day.
- Walking 10% of the day.
- Lifting requirements are slight and related primarily to files.
- Finger dexterity required to operate computer keyboard.
- Hearing at a level to enable one to hear normal conversation.
- Visual requirements of having the ability to read the computer screen, documents.

Appropriate work intensity level: Light

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform essential functions.

- Normal office environment

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EXPERIENCE	<ul style="list-style-type: none"> ▪ 2-4 years’ experience in a human resource generalist capacity. ▪ Strong working knowledge of multiple human resources disciplines including compensation practices, organizational diagnosis, employee relations, diversity, performance management, talent management and federal and state employment laws. ▪ Bilingual in Spanish not required, but welcomed. 		
EDUCATION	<ul style="list-style-type: none"> ▪ Bachelor’s degree and relevant industry experience. 		
APPROVALS			
REVIEWED BY:		DATE:	
APPROVED BY:		DATE:	
HUMAN RESOURCES:		DATE:	

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera Foods USA reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.