

Human Resources Generalist

Job Functions, Duties, Responsibilities and Position Qualifications:

The Human Resources Generalist will provide support to division staff for all human resource related functions and work closely with the division human resource team members. Areas of responsibility include the following: partnering with Talent Acquisition and Total Rewards Centers of Excellence (CoE), onboarding, employee relations, data & metrics reporting, coordination of training initiatives, performance management, employment law compliance, and helping to build an engaged culture of diversity and inclusion.

Essential Functions:

- Partner with the division and central HR team members on initiatives to include Engagement and Retention, Policy Alignment, and Talent Attraction & Acquisition.
- Manage and resolve complex employee relations issues and conduct effective, thorough and objective investigations.
- Handle employee relations counseling, outplacement counseling, and exit interviewing.
- Provide day-to-day performance management guidance to line management (coaching, counseling, career development, disciplinary actions).
- Consult with managers and supervisors in providing HR guidance and policy interpretation.
- Recommend process/customer service improvements, innovative solutions, policy changes and/or variations to established policy.
- Maintain in depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance.
- Coordinate with in recruitment process, including managing requisition approvals, coordinating employment offers and onboarding/orientation of new hires.
- Use available metrics to make business recommendations and decisions
- Coordinate delivery of training and coaching programs and participate in the evaluation and monitoring training programs
- Act as initial point of contact for division employee questions on basic benefits questions/concerns and coordinating with central benefits staff as appropriate for open enrollment and other benefits issues.
- Plan, organize and facilitate employee events
- Serve as a key liaison with third parties/vendors and other stakeholders, as needed
- Exemplify the desired culture and philosophies of the organization.

Qualifications:

- A bachelor's degree in Human Resources or Business Administration, a plus
- Minimum six (6) years of Human Resources experience including a combination of Employee Relations, Training, Recruitment, and Compensation/Benefits



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- Professional in Human Resources (PHR) or SHRM certification, a plus
- Ability to work independently and make sound judgment calls
- Pleasant customer service orientation and professional demeanor
- Demonstrated experience using effective interpersonal skills, listening, diplomacy, and tact to build strong professional relationships
- Advanced MS Office skills to include Word, Excel, and Outlook. Experience with Workday, a plus
- Periodic travel within the division territory and for central HR meetings

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