

Job Title: Human Resources Generalist

Req ID 11304 - Posted 05/14/2018 - Franklin, TN - Human Resources

HR Generalist I

Primary Function

Performs duties at the professional level in some or all of the following functional areas: employee relations, training, employment, benefits management, and payroll functions.

Responsibilities

- Primary point of contact for employee relations for the hourly workforce
- Coach front-line supervisors through employee relations and performance management issues
- Primary resource and advocate for employee questions, concerns, suggestions and needs
- Proactively address potential morale issues, involving the appropriate stakeholders and driving issues to closure.
- Serve as backup for the Environmental Health and Safety function
- Serve as the benefits subject matter expert ; manage HR functions such as compensation and benefits administration, FMLA, short term disability and long term disability administration and provide accurate information to employees regarding all benefits offered by the company
- Lead annual Open Enrollment communication meetings
- Partner with local organizations to build a pipeline of talent for hourly openings
- Manage the process for securing temporary employees for the hourly workforce and serve as the primary point of contact for temporary staffing and recruiting agencies
- Develop and deliver employee education and training
- Handle orientation and onboarding process for hourly and salaried employees and maintain salaried employee files
- Work with front line supervisors to provide performance review and career development assistance for hourly employees
- Function as a liaison for high schools, technical schools and colleges to assist in filling co-op and internship positions
- Assist in the development and implementation of human resources policies, procedures and practices.
- Develop reports as required by compliance or organizational needs.
- Serve as a backup for administrative functions
- Other responsibilities may be assigned as needed.

Role Specific Responsibilities

Qualifications

- PHR or SPHR certification is preferred
- Experience with Microsoft Office Suite, Word, Excel, Outlook, and Access
- Excellent written and verbal communication skills
- Excellent conflict resolution skills
- Demonstrated interpersonal skills and ability to deal comfortably with all levels of management
- SAP and/or Kronos Experience preferred

Education

- Bachelor's Degree

Years of Experience

- Minimum of 3 years related work experience

We Offer

We Offer: Competitive base salary, bonus plan and comprehensive benefits plans which include medical and dental insurance, company-sponsored life insurance, retirement security savings plan, short- and long-term disability programs and tuition assistance.