

Human Resource Generalist

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The Human Resources Generalist is responsible for assisting the HR Manager with Staffing, Employee Relations, Employee Training, Health and Safety, Employee Benefits, Payroll, HRIS, Employee Performance Management, Compensation, Workers Compensation and Environmental.

Essential Functions:

- Administers payroll including commission checks, incentive checks and car allowances.
- Liaison with the temporary staffing agencies. Assist in recruiting and interviewing of qualified job applicants.
- Coordinates job offers and initiates pre-employment testing for all non-exempt positions.
- Documents and tracks all OSHA and non-OSHA recordable injuries while maintaining the OSHA Log.
- Initiate and tracks workers compensation paperwork.
- Promptly and thoroughly responds to all Employee Relations issues. Escalates matters to Human Resource Manager as necessary.
- Conduct investigations and documentation necessary for work related injuries or allegations of other work place issues.
- Develops and coordinates the FMLA program and other Leaves as necessary.
- Develops and conducts new hire orientation.
- Develops and maintains a complete and thorough understanding of all benefit programs. Informs and educates employees about all benefits available.
- Assists the HR Manager in developing and maintaining procedures and follows procedures as documented.
- Assist HR Manager with maintaining **All** Company safety programs (A.W.A.I.R, Safety Committees, Right to Know, etc.).
- Recommends methods for improvements and changes to safety program. Active member of the company safety committee.

Education and Experience:

- Strong computer skills, including all Microsoft Office products.
- Ability to organize, prioritize and coordinate HR projects.
- Ability to deal with various personality types.
- Integrity and credibility of the highest level.
- Bachelor's Degree in Human Resources or Business Administration
- Minimum of 3 years Human Resources and/or Safety Experience.
- Minimum of 3 years manufacturing experience.

Please send resume to:

Thermo-Tech Windows LLC
Attn: Human Resources
1120 38th Avenue Northeast
Sauk Rapids Minnesota 56379

Or email them to: jobs@thermo-techwindows.com