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**Human Resource Generalist I – Bi-lingual (Spanish/English)**

**Reports To:** Human Resource Manager

**FLSA Status:** Hourly Non-Exempt – Job Grade 3

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**Position Summary**  
The Human Resources Generalist will have primary responsibilities in a variety of human resource activities, including but not limited to processing updates in the HRIS, providing policy and benefit clarification, and ensuring overall positive employee relations.

**Essential Duties and Responsibilities**

* Handles employee inquiries regarding policies and procedures, payroll, benefits, time off, and internal job opportunities, ensuring consistent messaging of each.
* Maintains the Human Resource Information System (HRIS-Paycom) records and compiles reports from database.
* Maintains physical files for employees.
* Oversees the collection and transfer of payroll data from the plant to payroll in accordance with our payroll process and procedures.
* Assists with hiring process as well as internal transfer process.
* Supports the functional areas of human resources including, but not limited to, recruitment and employment, personnel records, employee and/or labor relations, benefits administration, training, labor relations, safety, FMLA administration, investigations, and special projects.
* Assists in the collection and dissemination of information through appropriate communication channels to plant employees on behalf of plant management.

**Qualifications**

* Bi-lingual in English/Spanish required.
* High School Diploma, GED or equivalent.
* 1-2+ years related experience preferred.
* Basic knowledge of general employment law practices.
* Strong written and verbal communication skills.
* Ability to work well with others in fast paced, dynamic environment.
* Ability to be respectful, approachable and team oriented while building strong working relationships and a positive work environment.
* Ability to work a flexible schedule as needed including occasional weekends.
* Ability to maintain confidentiality regarding sensitive information.
* Organized, able to handle multiple tasks at one time, with attention to detail.
* Ability to adapt and learn quickly, and progressively to take on new responsibilities.
* Knowledge of Internet software, Microsoft Excel, Word, Power Point, and HRIS.

**Work Environment & Physical Demands**  
While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

This job description is not intended to be all-inclusive.  Employee may perform other related duties as needed to meet the ongoing needs of the organization.