



Position Description

Human Resources Generalist

Summary/Objective

The human resource generalist is responsible for performing HR-related duties on a professional level and works closely with HR Director. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, recruiting, interviewing, onboarding, policy implementation, Worker's Compensation and employment law compliance.

Essential Functions

1. Participates in developing and achieving department goals and objectives
2. Monitors attendance program, provides write-ups to supervisors and Plant Manager
3. Administers various human resource benefit plans, policies and procedures; assists in the development and implementation of personnel policies and procedures.
4. Performs benefits administration, including claims resolution, change reporting, approving invoices for payment and communicating benefits information to employees.
5. Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations, writes and places job postings and advertisements.
6. Handles employee relations counseling as needed and exit interviewing.
7. Participates in administrative staff meetings and attends other meetings and seminars as required
8. Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to continually improve efficiency of the department and duties performed.
9. Maintains human resource information system records and compiles reports from the database while maintaining confidentiality in personnel manners.
10. Benefit Administration
11. Workers Compensation and claim management
12. Maintains compliance with federal, state and local employment and benefits laws and regulations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies

1. Above average verbal and written communication skills
2. Proficiency with computers, especially with Word, Excel, PowerPoint and Outlook
3. Knowledge of Employment Law
4. Apply policies and discipline consistency and ethically
5. Cultural Awareness.
6. Relationship Management.

Supervisory Responsibility

This position has no direct supervisory responsibilities

Work Environment

This job operates in a professional office environment and will occasionally be on the shop floor. PPE such as safety glasses and hearing protection must be worn. This role routinely uses standard office equipment such as computers (possibly laptop), photocopiers, scanners, fax machines, telephone, email, etc.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision and ability to adjust focus while reading from the computer or printed documents. This position would require the use of hands and arms including raising arms to shoulder level and above at time. Ability to lift files, open filing cabinets and bend or stand to file, organize, and complete other duties as required.

Position Type/Expected Hours of Work

This is a full-time position. Core hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. Schedule may be adjusted occasionally as required due to business need and job duties.

Travel

Little travel is expected for this position. Travel is typically local and is limited to recruiting and other business functions as needed.

Required Education and Experience

1. A bachelor's degree and three to five years of HR Generalist experience, or a master's degree in HR management and two years of experience in the HR field, or any similar combination of education and experience.

Additional Eligibility Qualifications

1. SHRM Certified Professional (SHRM-SCP) credential a plus but not required

Work Authorization/Security Clearance (if applicable)

Authorized to work in the United States

Other Duties

HR Department members are cross trained in the responsibilities, duties, reports and other required functions in order to serve as a back of for department members when required. Duties, responsibilities and activities may change at any time with or without notice.

Candidates should send resume and cover letter to jobs@behrensmfg.com

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