

	JOB DESCRIPTION CODE:	HR003
	REVISION DATE:	1/10/13

JOB TITLE: Human Resources Generalist	SHIFT: 1
DEPARTMENT: Human Resources	LOCATION: Cannon Falls, MN
REPORTS TO: Sr. Manager, Human Resources – Owatonna, MN	FLSA STATUS: Exempt

POSITION PURPOSE:
<ul style="list-style-type: none"> Performs a wide range of HR, Safety, & Administrative duties related to the management of Human Resources such as Employment, Talent Acquisition, Staffing, Benefit & Compensation, Labor & Employee Relations, Safety & Health, Training, Succession Planning and Employee Services at the assigned facility. Acts as an advisor to management to ensure the facility is in compliance with all Human Resources, Safety & Health, Business Ethics, Local, State, Federal Regulations as well as Amesbury Operating Rules.

ESSENTIAL DUTIES & RESPONSIBILITIES:
<ul style="list-style-type: none"> Management of multiple HR & Safety related objectives simultaneously Work as a business partner with local & corporate staff to achieve specific objectives Coordinates safety committee meetings, audits, accident investigations and related programs Provide regular updates on HR & Safety programs, initiatives, objectives through presentations and written reports Ensures compliance with all regulatory requirements appropriate to the facility Administers Benefit Programs such as Health, Dental, Vision, Life, Pension. Conducts recruitment effort for all exempt and nonexempt personnel; conducts new-employee orientations; writes and places advertisements, monitors testing and selections processes. Maintains staffing agency relationships. Plans and conducts employee training in addition to management/development training such as Safety, Harassment Prevention, Interviewing, Hiring, Terminations, Performance Management, and Coaching/Counseling. In cooperation with Corporate Benefit Administrator and Third Party Agencies plans & coordinates Health & Welfare Activities Administers Performance Review Program & Salary Administration program in accordance with Corporate Operating Rules Handles employee relations counseling, outplacement counseling, and exit interviewing. Handle daily time and attendance and reporting Builds strong relationships with all levels in the organization Plans & Coordinates company events such as Picnics, Holiday Meals, Rewards Programs

KNOWLEDGE / SKILLS / ABILITIES:
<ul style="list-style-type: none"> In depth knowledge of Human Resources field Knowledge of Safety & Health programs appropriate to manufacturing Ability to multi-task Knowledge of Payroll Processing, Reporting, and related functions. Excellent communication & presentation skills Ability to drive Human Resource & Safety Program at the facility level

QUALIFICATIONS / PRIOR EXPERIENCE:
<ul style="list-style-type: none"> Bachelor's Degree in Human Resource Management, Business Management or related field 1-3 Years of experience in Human Resources OR any appropriate combination of education and experience PHR or SPHR certification preferred Experience in working in a manufacturing environment Solid working knowledge of Excel, Word and Powerpoint

WORK ENVIRONMENT/OTHER REQUIREMENTS:
<ul style="list-style-type: none"> Must be able to use normal office equipment (scanner, printer, copier, telephone, computer) Travel within the United States Must be able to talk/hear/sit for prolonged periods of time Ability to lift 25-50lbs on an occasional basis The work performed is conducted in a climate-controlled facility with moderate noise levels that are within OSHA Limits

Please submit cover letter/ resumes to: Monique Williams at mwilliam@truth.com