

Job Description

Position:	Human Resource Generalist
Reports to:	Human Resource Manager

Job Summary

The Human Resource Generalist will assist in the daily function of the Human Resource Department including recruiting, administering pay, benefits, leave, and also assists in enforcing company policy and best practices.

Duties & Responsibilities

- Reviews, tracks and documents mandatory and non-mandatory training and education in compliance with IATF Certification.
- Recruits and facilitates the hiring of qualified applicants for open positions.
- Collaborates with Departmental Managers to understand skills and competencies required for job opening.
- Handle on-boarding initiatives.
- Administers benefits and assists in payroll processing.
- Updates and trains employees on Magnet-Schultz of America's company policies.
- Attends and participates in job fairs.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, and talent management.
- Performs other duties as assigned.

Qualifications

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Possess organizational skills and attention to detail.
- Ability to act with integrity, professionalism and confidentiality.
- Proficient with or the ability to quickly learn Magnet-Schultz of America's HRIS and talent management systems.
- Bachelor's degree in Human Resources, Business Administration or related field.

Physical Requirements

- Prolong periods of sitting at a desk and working on a computer
- Must be able to navigate departments throughout the manufacturing facility

Direct Reports

- None