



JOB DESCRIPTION

POSITION TITLE: Human Resources Generalist

DEPARTMENT: Administration

REPORTS TO: Director of Human Resources

REV. DATE: 8/25/2010

Position Summary

The **Human Resources Generalist** is a key member of the Human Resources team. This position organizes and implements policies, programs and procedures including implementing strategic programs, recruitment strategies, training and development programs, compensation management plan (job descriptions, performance reviews, etc), and maintains company HRIS system and coordinates with payroll for pay and benefits administration.

Duties and Responsibilities

Hiring & Termination:

- Initiate and process all hiring including completing initial phone interviews
- Participate in face-to-face interviews
- Develop and maintain filing system for recruitment
- Prepare documentation for hires and terminations
- Maintain jobs page on company website
- Negotiate terms of employment and develop employment contracts
- Coordinate new hire orientation and start date
- Conduct new-hires orientation outlining GPI policies and programs
- Develop 'new hire' packages for incoming employees
- Coordinate company email address, computer, door access, cell, workstation
- Conduct exit interviews

Employee Relations

- Maintain HRIS
- Upgrade and maintain filing system for all employees
- Provide HR support to all employees in a timely manner
- Advise lead hands, supervisors and managers on company policies and HR practices
- Provide HR advice on discipline, terminations, etc

Company Culture:

- Coordinate monthly "Town Hall" meetings

- Facilitate social committee and coordinate company sponsored events
- Coordinate development of employee company store
- Coordinate monthly “goodness grows” awards
- Coordinate monthly birthday cake celebrations

Performance Management

- Assist with development of performance review template
- Assist HR Manager with developing job descriptions for all positions
- Track completion of performance reviews

Compensation Plan:

- Implement employee compensation program
- Complete market compensation analysis
- Work with payroll to administer health and benefits package (including MSP)
- Manage time and attendance of employees in conjunction with payroll

Training and Development

- Coordinate, implement, and track training plan
- Coordinate training and source best providers for our company
- Co-ordinate internal and external training
- Participate in conducting training for supervisors, managers on HR issues

Experience and Qualifications:

- Post secondary education in Human Resources
- CHRP designation
- 5-7 years experience in a HR Generalist role
- HR experience in a manufacturing setting preferred

Skills, Knowledge and Abilities

- Strong interpersonal, communication and relationship building skills
- Ability to work independently in an entrepreneurial environment to achieve results
- Accountable – follow through to get things done
- Energetic
- Maintaining confidentiality is a must
- Highly detail oriented and organized
- Strong planning, analytical, and problem solving skills
- Must be able to handle ongoing high priority tasks with tight deadlines