

## HR Generalist (2<sup>nd</sup> shift – 12 to 8 pm)

### Scranton, PA

The AZEK Company is an industry leading manufacturer of engineered low-maintenance residential and commercial building products headquartered in Chicago, IL.

Come and join our growing company! We are seeking a Human Resources Generalist to work at our Corey Street and Keyser Street locations in Scranton, PA on second shift (12 to 8 pm). This position will provide broad-based HR support to the organization utilizing proven experience and knowledge in areas such as recruitment, employee relations, policy interpretation and application, training and administrative duties.

#### **ESSENTIAL FUNCTIONS:**

- Provides counsel and support to management on issues of company/HR policy application and provides HR services to team members. Provides guidance on employment related issues.
- Assists in maintaining records and compiling statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, change of status forms, etc.
- Assists in administration of compensation, benefits and performance management systems.
- Assists in recruiting & staffing; including initial interviews, administration of assessments, maintenance of interview schedules and possession of strong understanding of position requirements. Effectively support and partner with hiring managers to ensure identification of qualified candidates on a timely basis.
- Identify and utilize effective recruiting strategies to attract candidates; including technology, social media, educational partners and other sourcing methods.
- Conducts reference checks, background checks and other pre-employment requirements. Participates in employee onboarding process.
- Provides current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion and employee benefits.
- Serve as a link between management and team members by handling questions, interpreting and administering policies and helping resolve work-related problems.
- Handles employee relations; including investigations, administering disciplinary procedures and separating employees.
- Conduct exit interviews to identify reasons for employment termination.
- All other duties as assigned.

## **POSITION QUALIFICATIONS:**

### **Education:**

BS or BA in Human Resources or related field is required. Professional certification (PHR/SHRM-CP) desirable.

### **Experience:**

3+ years of experience in Human Resources, preferably in a 24/7 manufacturing environment.

### **Other requirements:**

- Strong knowledge of Federal, State and Local employment laws.
- Strong attention to details and ability to multi-task.
- Demonstrated ability to exercise judgment and discretion in establishing and maintaining good working relationships with all levels in the division with the ability to manage conflict when appropriate.
- Exceptional customer service focus with outstanding follow through. Focus on strong employee engagement and employee relations.
- Ability to maintain confidentiality and a high level of integrity in handling sensitive matters.
- Must be self-directed, flexible and able to prioritize work.
- Excellent written and verbal communication skills.
- Excellent computer skills in Microsoft Office; UltiPro HRIS experience preferred.
- Ability to work Monday through Friday, 12 pm to 8 pm.
- Ability to travel up to 50% between the two Scranton locations.
- Must have unrestricted authorization to work in the U.S.

Apply at [www.azekco.com](http://www.azekco.com)