

## **HR Generalist – Carbondale, PA**

### **PURPOSE:**

The Human Resources Generalist supports and maintains daily functions of the Human Resources department. Generalist functions include exempt/non-exempt recruitment, employee training, training administration, facilitation of organization's initiatives, personal and organizational coaching and development, talent management, attendance tracking, benefits administration, workers' compensation administration, unemployment insurance compensation administration, labor law and policy/procedure interpretation and daily operations. This role has direct interface with employees and leadership.

### **DUTIES, RESPONSIBILITIES, ESSENTIAL FUNCTIONS:**

- Support the health insurance and 401(k) plans including open enrollments, changes, assists with problem resolution.
- Facilitates and assists in all recruiting functions including advertising, screening, interviews and background checks;
- Communicates with staffing services for all temporary and temp to hire needs. Manages current candidate activity in the applicable tracking system (ATS)
- Assists in planning and appraising performance – exempt and nonexempt
- Conducting and resolving investigations and addressing complaints and resolving problems.
- Conducts new hire orientations, including the maintenance and update of the program.
- Assists with employee separation notices and related documentation.
- Conducts exit interviews to determine reasons behind separations and escalates as needed.
- Assists in administering unemployment compensation and Workers' Compensation and OSHA/Safety programs.
- Assist with the development and delivery of employee training and development.
- Manages or supports all employee activities: employee appreciation, holiday celebrations, and other duties as assigned.

### **Requirements**

### **EDUCATION AND/OR PROFESSIONAL LICENSE(s):**

Bachelor's degree in Business Administration, Human Resources, or related major from an accredited 4 year college/university preferred.

### **EXPERIENCE:**

- 3-5 years experience required in a Human Resources Department as a generalist, specialist or administrator.
- 2-3 years of experience in a manufacturing environment preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Position requires a thorough knowledge of labor laws, local and federal.
- Fully competent with HRIS systems, computerized record maintenance, benefits administration, and workers' compensation administration.
- Individual must be organized, detail-oriented and have superb communication skills with all levels of employees. MS Office proficiency required.
- Requires the ability to express ideas logically and clearly, verbally and in writing, decipher information through critical listening, in all situations, especially in cases of high emotions.
- Ability to plan, organize and prioritize activities in order to meet organizational objective while making sure resources are used optimally
- Flexibility and ability to adapt are essential. Must be able to react favorably and proactively to changes, new information, unplanned events/situations and the differing work style of others.
- Demonstrated ability to manage change- able to facilitate and sell the process of change, while helping others to adapt to its effect.
- Able to establish partnerships and maintain effective and productive working relationships with multiple levels of contacts both inside and outside the organization.
- Must be able to collaborate with others and be a member of the team. Supports colleagues by meeting commitments and performing own work with discipline and professionalism while demonstrating a strong internal customer focus.

**POSITION SUPERVISES:**

This is a non-supervisory role.

**CONTACT WITH OTHERS:**

Position requires daily contact with employees, all departments, and management. Has contact with other Gentex locations on an as-needed basis.

**PHYSICAL/MENTAL/COMMUNICATION REQUIREMENTS:**

Employee is occasionally required to stand; walk; sit; manual dexterity to handle, or feel objects, tools, keyboards or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, talk or hear. The employee may lift and/or move up to 50 lbs. Specific vision abilities required by the job may include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The individual must have a high level of comprehension, and a high level of general, verbal, written, and numerical intelligence.

**WORK ENVIRONMENT:**

Works majority of the day in a climate-controlled environment.

**TRAVEL:**

Limited travel required

**LOCATION:**

Gentex's Carbondale facility is located in Northeastern Pennsylvania in Lackawanna County. Carbondale, PA is about twenty miles north of Scranton, PA, 50 miles south of Binghamton, NY, and about 125 miles from New York City and Philadelphia. The area hosts numerous nearby state parks, nature preserves and local colleges and universities, including The University of Scranton and Marywood University. Northeast Pennsylvania is a beautiful area and offers an excellent cost of living. It is a great place to work, meet people, raise a family and live!

*At Gentex, we don't just accept difference—we celebrate it, we support it, and we thrive on it for the benefit of our employees, our products and our community. Gentex Corporation is an Equal Opportunity Employer M/F/Protected Veterans/Individuals with Disabilities. All qualified applicants will receive consideration for employment without regard to their protected veteran status or on the basis of disability. Gentex is an E-Verify Participant. Pre-employment drug/alcohol/background screening is required. If you have a disability and would like to request an accommodation in order to apply for a position with Gentex, please call our Human Resources department at (570) 282-3550.*

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