



Position Title: Human Resource Generalist	FLSA Status: Salaried Exempt
Reports To (Position): Manager, Human Resources	
Company:	Business Unit/Department: Human Resources
Company Philosophy: The company has built its reputation in the marketplace by demanding high standards for all of its employees. The company's success is measured by its integrity, honesty, quality products at a fair price with exemplary service to its customers. This position requires an individual that excels in leadership and is a team player with a superb skill set. Beyond the technical qualifications of the position it is important that the individual demonstrates a character with strong family values and a willingness to build a solid working relationship with hands-on ownership.	

Purpose and role of job:	This position supports the Manager of Human Resources in all aspects of managing the daily duties including designing, planning, implementing, and maintaining human resources programs, policies, and procedures. Maintaining good communication and a positive relationship with salaried and hourly team members to promote employee satisfaction. Work as an Employee Advocate to foster effective employee relationships.
Principal Accountabilities/ Responsibilities:	<ul style="list-style-type: none"> • Assist in designing, implementing, and administering of policies; responds to inquiries regarding policies • Advises managers and supervisors regarding appropriate resolution of employee relations issues • Assists the managers and supervisors with the administration of annual performance reviews for hourly team members Assist the Manager of Human Resources in their responsibility for adherence to employment law, in addition to ensuring compliance with FMLA, ADA, FLSA and other applicable areas of employment law • Partners with our Environmental Health & Safety department and operations leadership to promote and ensure a safe work environment • Reports and handles Workers Compensation claims with carrier and provides managers with claim information regarding restrictions and return to work. • Assists the Manager of Human Resources with recruiting and staffing of new team members for salaried positions • Coaches team members regarding performance concerns, attendance, and other opportunities for improvement • Represents PFN in unemployment compensation earnings • Provides career development coaching and assists team members in determining career paths • Regularly spends time on production floor to be available to all employees • Acts as back up for payroll and for timekeeping activities • Performs other duties as necessary when directed to do so to support business needs

	<ul style="list-style-type: none"> • Observes all safety rules and uses the proper safety equipment at all times
Education and experience requirements:	<ul style="list-style-type: none"> • Bachelor's Degree in Human Resources/related field with 5+ years industry experience or minimum 2 years Human Resources/related field coursework with 10+ years industry experience; both showing progressively increasing Human Resources responsibilities • Knowledge of employment law • Knowledge of workforce planning, compensation & benefits, employee relations • Knowledge of Microsoft Windows • Advanced verbal and written communication skills • Ability to keep sensitive information confidential • PHR Certification preferred
Work Environment:	Observes all safety rules and uses the proper safety equipment at all times
Physical Requirements:	
Disclaimer:	The above information on this job description has been described to indicate the general nature and level of work performed by incumbents. Other duties and responsibilities not specifically described may be assigned from time to time, consistent with knowledge, skills and abilities of the incumbent.

Evaluation	To be completed by the Human Resources Department
Job Number:	
Incentive Plan:	
Grade Assignment:	Grade 6
Market reference range:	
FLSA Status:	Salaried Exempt
Date Completed/ Revised:	Update June 5, 2019. Name change

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