

LITTLE LEAF FARMS

HR GENERALIST

POSITION SUMMARY:

The purpose of this position is to support the functions of the Human Resources (HR) department including employee relations, administering pay, benefits, leave, enforcing company policies and practices, and promoting a positive work culture.

DUTIES AND RESPONSIBILITIES:

- Assists managers and employees in various areas of performance management and assessment ensuring the right messages are getting to the right people at the right time to achieve maximum organizational effectiveness.
- Works with corporate HR in the administration of employee benefit programs, including retirement, disability, health, dental, group life and accident plans for the site, as well as compensation, and employee performance programs.
- Assists in developing and conducting various employee and managerial communications meetings within the site to determine the impact of programs and activities on employee morale.
- Acts as an impartial advocate to ensure individuals receive fair and equitable treatment in balance with needs of the business
- Assist in the communication, interpretation of employee handbook, employee directory, and organizational chart, and contributes to the development of policies.
- Suggest new procedures and policies to continually improve efficiency of the HR department and organization, and to improve employee experience.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Conduct exit interviews for all employee terminations. Maintain exit interview information and make data-based suggestions to improve working conditions and reduce employee turnover.
- Prepare paperwork, schedule, and facilitate smooth new hire onboarding process, coordinating with cross-functional departments to deliver an exceptional first-day experience.
- Provide an effective and dedicated HR advisory service to employees in relation to absence and health issues, conduct and capability, complaint matters, organizational change, and all other employee-relations matters.
- Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, and management.
- May provide back up to the Human Resources Manager in their absence.
- Provide an effective and dedicated HR advisory service to employees in relation to absence and health issues, conduct and capability, grievance matters, organizational change, and all other employee-relations matters.
- Partners directly with local GM to understand staffing need and builds recruitment / talent acquisition plans to fill labor needs. Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Performs other duties as assigned.

REQUIRED EDUCATION, EXPERIENCE, AND SKILLS:

- Associates Degree in Human Resources or a related field, or equivalent combination of education, training and/or experience.
- Fluent in Spanish

PREFERRED EDUCATION, EXPERIENCE, AND SKILLS:

- Ability to work independently, handle multiple tasks and problem solve effectively.
- Excellent interpersonal skills, ethics, and cultural awareness
- Excellent verbal, written and presentation skills.
- Exceptional computer skills in Microsoft® Office Suite (Access, Excel, Outlook, PowerPoint, Publisher, Word).
- Working knowledge of HRIS systems.
- Strong detail-oriented and resourceful mindset.
- Operate with a high level of professionalism and integrity, including dealing with confidential information.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Language:

- Spanish (Required)

Apply via email to david.schultz@littleleaffarms.com or through Indeed