Interested applicants should apply online directly at: <https://jobs.libbey.com/job/Toledo-HR-Generalist-OH-43611/557514100/>

The **HR Generalist** is responsible for delivering exceptional HR customer support, in alignment with business strategy and HR annual operation plan, to their assigned client groups. This position is located at Libbey’s Toledo Manufacturing Plant.

**Responsibilities:**

**Talent Acquisition**

* Partner with client groups to identify talent needs; develop recruiting and staffing plans to support the organization
* Provide active, direct involvement in recruiting and selection for hourly and salaried positions within client group
  + Recruitment activities to include (but not limited to) job posting/hourly bid process,  interview scheduling, competency selection and development of behavior-based interview questions, candidate debriefing, pre-employment screening and new hire compliance reporting
* Lead new hire/recruiting & selection processes to include training and coaching of management/supervisors in behavior-based interview process and evaluation
* Lead and coordinate new employee on-boarding processes to include processing necessary forms. Recommend improvement initiatives based on survey feedback from client group and new hires.
* Support affirmative action compliance and reporting requirements

**Employee and Labor Relations**

* Support the labor relations strategy/initiatives, manage the grievance process for assigned client groups and support contract negotiations, keeping the HR Manager informed of grievance statues
* Investigate and answer all second step grievances within assigned client groups across multiple unions
* Investigate alleged claims that may violate corporate policy, law and / or ethics policy within client groups (shared activity with the HR Manager)
* Maintain documentation, notes and paperwork associated with grievances, investigations and information requests
* Maintain and update logs and action plans

**Employee Development and Performance Management**

* Champion the performance management process, ensuring client groups have defined goals and individual development plans completed and being put to use
* Ensure that the performance management cycle timelines are being met by client groups
* Coach and counsel as necessary to ensure consistency of performance ratings and assessments
* Support the annual merit and incentive processes
* Assess training & development needs, and identify/deliver low cost solutions to client groups
* Create/maintain current job descriptions for all roles within client groups
* Conduct exit interviews and share findings with HR staff

**Workforce Planning**

* Participate in and drive completion of the yearly workforce planning initiatives
* Prepare data to complete the supply and demand portions of the plan
* Ensure that succession planning data is included in plan details
* Develop recommended solutions based on plan gaps

**Employee Engagement and Metric Analytics**

* Coach client group to drive the behaviors expected to support Toledo Plant and HR annual operating plan strategy
* Support the annual engagement survey process, pulse surveys and related action plan development/tracking
* Support and deliver HR communications timely
* Identify and select key HR metrics
* Partner with client groups to proactively prevent and manage employee relations issues, including fair and consistent application of policies and disciplinary action

**Cost Reduction, Process Documentation and Compliance**

* Actively look for and implement actions to reduce costs and improve efficiency
* Ensure ongoing compliance with policies and mitigate risk by consulting with the legal department as required
* Provide consultation and guidance for client group on company policies and procedures
* Recommend new policies and practices to support continuous improvement and cost reduction
* Ensure seamless collaboration with shared services in areas such as payroll and benefits
* Reduce non-value added administration by utilizing standardized, documented, sustainable processes for routine transactions and leveraging manager/associate self-service opportunities
* Maintain associate records

**Requirements and Qualifications**

* Minimum 3 – 5 years of HR experience in all facets of HR – recruitment, employee/labor relations, talent development, succession planning, policy administration, benefits administration, training
* Manufacturing experience strongly preferred
* Bachelor's degree (Business Administration / Human Resources)
* State of Ohio grant application experience
* Exceptional written, verbal and presentation skills
* Ability to work collaboratively and effectively with others
* Knowledge of state and federal employment regulations and record keeping requirements
* High level of proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint), in addition to Microsoft Power BI
* PHR/SHRM-CP certification preferred
* A bias for customer service and action
* Driven to develop efficient and robust processes/procedures that minimize or eliminate non-value added activities and transactions
* Strong attention to detail and follow-through
* Ability to analyze data to identify trends and variations and apply root cause problem solving
* Professional integrity and the ability to maintain confidential information
* Ability to multi-task, remain highly organized and thrive in a deadline-driven environment