**Position Summary:** The Human Resources Generalist provides support across multiple stages of the employee life cycle with focus on recruitment and employee relations.  Will serve as a trusted HR partner and advisor to departmental leaders, business unit HR functions and employee populations.

* Drive the recruiting process for hourly, salary roles and sales rep including sourcing strategies, sourcing applicants, interview candidates, job offers and employee new hire and benefit orientation.
* Maintains data on recruitment activities, applicant flow, interviews and hires, transfers, promotions and terminations; supports affirmative action and EEO programs in compliance with government legislation and organization’s goals.
* Maintain and enhance recruitment process and other employee life cycle areas.
* Complete HR paperwork for new hires, terminations, transfers, promotions and employee set-up to ensure accuracy in HR database and personnel files. Manage all pre-employment paperwork and testing.
* Maintains employee files in compliance with applicable legal requirements & retention policies.
* Assists in compliance efforts to meet regulatory requirements such as EEO, AAP, OSHA, WC, Unemployment, FMLA and FLSA.
* Administering FMLA and Short-term disability.
* Counsel employees in all areas of HR and personal needs.
* Time and Attendance approval.
* Assists VP of HR with implementing policies and procedures involving HR for the WABU Business Unit
* Maintains and administers company related communications under council of HR Leader; Wellness and Safety Team
* Supports the delivery of training programs at the Supervisor and Employee Level
* Serves as back up in all other HR requirements of the department as needed.
* Disciplinary actions
* Investigation of employee related complaints

###### Experience and Knowledge Required:

* 2 year degree and 1-2 years’ experience required or combination of education and experience
* Advanced PC Skills (Word, Excel, PowerPoint)
* Excellent written and verbal communication skills
* Strong math skills
* Minimal travel is required

**Key Attributes Required:**

* Initiative to work across teams, and be an integral partner to Operations leaders
* Ability to work with confidential information, with the integrity to not disclose information
* Highest level of reliability and credibility
* Ability to multi-task and work with minimal supervision on complex tasks

###### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to walk and sit. Use of hands and fingers will be required for writing, computer use, and phone use. Work in a manner consistent with standard Sauder safety practices and expectations. The employee will also be required to walk throughout the plant at various times during a typical day. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

###### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Encompasses the full spectrum from factory floor, to personal offices, to executive board rooms. The noise levels in these work environments are usually low to moderate. Personal protective equipment such as eye protection and ear protection may be required in the shop floor environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

###### *Equal Opportunity/Affirmative Action Employer M/F/Disabled/Veteran*

**Specific Outcomes to be Delivered:**

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| --- | --- |
| **Health and Safety** | Promotes and assists in maintaining a safety culture for the business unit – ensure safe and healthy working conditions exist throughout the operation in compliance with all safety policies and regulations |
| **Leadership** | Provide leadership and guidance to the business unit on HR related topics. Establish, maintain, and ensure accountability amongst Leaders, Managers, Supervisors, & Employees in the business unit. Model the Company’s Leadership Values and develop a strong collaborative and engaged team-based culture |
| **Collaboration** | Actively collaborate and build trusting relationships across the business unit, HR team and other SMC functions to accurately make informed decisions and support the WABU Business Unit. |
| **Talent Development** | Work with business unit to identify and fulfill talent needs. Provide training and guidance to leaders for continual development. |
|  |  |
| **Customer Service** | Ensure the highest level of customer service is consistently provided by to employees and business unit leaders in all functions related to HR. |
| **Quality, Environment, Continuous Improvement** | Ensure policies, procedures, and practices enable the business unit to perform legally, safely, effectively, and efficiently. |
| **Compliance** | Ensure the business unit complies with all Federal, state, and local laws, ordinances, rules, regulations, statutory requirements, and ethical considerations as it relates to the scope of this role. |
|  |  |

**Acknowledgment:**

I have reviewed and understand the above position description and believe it to be accurate and complete. I also agree that the Company retains the right to change; modify; or add and/or delete portions of this position description at any time and will provide me with a written revision.

I also understand that although there are areas which can be delegated to subordinates, it is my full responsibility for assuring that these areas are carried out as required, and that this functional role cannot be delegated to another member of the team.

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Employee Name (printed) Date

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Employee Signature