

EMPLOYMENT OPPORTUNITY

POSITION: Sr. Human Resource Generalist
Exempt

The Sr. Human Resource Generalist is responsible for specific Human Resources activities and projects at both the Hastings and the Grand Rapids locations. These include, but are not limited to;

- Recruiting process for all hourly and non-exempt openings
- Write and post job descriptions and job postings on career websites and all social media
- Source candidates by using databases and social media
- Evaluate and screen resumes and cover letters
- Assist the hiring team with recruiting methods and interview questions
- Contact candidates, phone screen and schedule interviews with hiring managers
- Coordinates programs to attract qualified candidates through the design and placement of position announcements, advertising, and/or participation in job fairs.
- Make recommendations to Human Resource Manager regarding hiring and recruiting strategies
- Facilitate all exit interviews
- Assist with all new hire paperwork, job offers and orientation.
- Assist with administrative tasks in other Human Resource areas such as: Employee Benefits, Environmental Health & Safety and Training.
- Maintain compliance with federal, state, and local employment laws and regulations and recommends best practices; reviews policies and practices to maintain compliance

QUALIFICATIONS:

- Bachelor's Degree in Business or Behavioral Sciences
- Working knowledge of HR laws and regulations
- Analytical skills evidenced by examples of good decision making.
- Negotiating skills evidenced by examples of favorable outcomes.
- Strong interpersonal skills as evidenced by employee relations in previous employment, and feedback from those with whom interactions have occurred.
- Strong organizational skills
- Strong computer skills (MS WORD, Excel and PowerPoint).
- Proven ability to deal with confidentiality.
- Ability to deal effectively with the diversity of individuals at all organizational levels.
- Good judgement with the ability to make timely and sound decisions.
- Creative, flexible and innovative team player.
- Versatility, flexibility, and willingness to work within constantly changing priorities with enthusiasm.

If you meet these qualifications and are interested in being considered for this position, please submit your resume.

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