



Position Title-

Human Resources Generalist

Summary

The Human Resources Generalist is responsible for performing HR-related duties on a professional level and works closely with HR management in supporting the Portland, Indiana facility. Reporting to the Human Resources Director, this exempt position carries out responsibilities in all areas of the employee life cycle: benefits administration, employee relations, recruitment, training, performance management, onboarding, policy implementation, and employment law compliance. Requires the ability to effectively relate with individuals at various levels within the organization.

Essential Duties and Responsibilities

- Administer various human resource plans and procedures for all Portland personnel; assist in the development and implementation of personnel policies and procedures.
- Provide advice and service to management on daily employee relations and performance management issues for the Portland facility.
- Manage the identification and attraction of talent through the use of innovative tools and processes as well as through traditional methods of effective recruiting. Monitor and apply recruiting best practices; participate in employment events.
- Use multiple resources and methods, including preparing recruiting materials and posting jobs, occasionally including managing third party recruitment agencies to help procure candidates. Participate in the development of employer marketing initiatives and branding campaigns.
- Screen and filter candidate resumes and applications, conduct interviews using comprehensive recruiting and selection tools/methods and assessing applicants' relevant knowledge, skills, soft skills, experience and aptitudes; coordinate interviews with interview teams and candidates; ensure timely communication with job candidates regarding the status of opportunities and decisions, ensuring positive candidate experiences regardless of ultimate hire decision.
- Conduct reference and background checks and ensure completion of pre-employment documentation and compliance with SOX requirements.
- Develop and update job descriptions. Generate qualified candidates through cost-effective recruiting methods such as leveraging networks, sourcing passive candidates and utilizing the employee referral program.
- Assist in maintaining facility organization charts and the employee directory by providing updates to Human Resources Benefits Supervisor as needed.
- Assist in maintaining human resource information system records and compile reports from the database as needed.
- Maintain compliance with federal, state and local employment and benefits laws and regulations in Portland.
- Manage daily time and attendance functions.
- Plan and conduct new hire orientation for Portland Plant employees, including completion of on-boarding checklists and all required paperwork and setup in HRIS and ERP system. Serve as a single point of contact for Portland Plant new hire on-boarding, including coordination of office equipment and system access as needed.
- Manage hourly employee evaluation process including obtaining evaluation data from supervisor, recommending pay rate and preparation of personnel change notice.
- Scan documents and maintain files with timely updates.
- Respond to inquiries regarding health insurance, dental insurance, life insurance, 401k, or EAP.
- Prepare employee separation notices and related documentation and conduct exit interviews.
- Assist in special projects as assigned: handbook updates, training, update internal HR processes & forms, open enrollment, etc.



Critical Skills

- Character - Reliable, Humble, Creative, Compassionate, Tech-savvy
- Adaptable - A resilient team player with the ability to wear a lot of hats; Multitasker, good at navigating change and can competently meet people where they are.
- Approachable - Patience to work with people at every level and comfortable with difficult conversations. Exhibits a friendly, collaborative spirit in all encounters and gets along well with others.
- Trustworthy - Moral integrity, firmness, and a willingness to accept responsibility. Recognizing that everything is not black and white and treats people with respect in a variety of situations.
- Curious - Inquisitive, and willing to do the research to feel knowledgeable and aware of the big picture.
- Innovative Thinker - An open-minded change agent and delegator who can manage up and down and recognize when to do it.

Minimum Qualifications

- Bachelor's Degree in Human Resources, Business Administration or related field.
- Five years of generalist experience required.
- Five years of employee relations experience, preferably in a manufacturing environment.
- Two years of experience working with an hourly workforce.
- Understanding of HRIS system.
- General knowledge of employment laws and practices
- Ability to balance multiple priorities and work under established timelines
- Ability to deal with and resolve ambiguous, confidential and sensitive situations and issues

Physical Requirements

- Prolonged periods walking, sitting, and standing for extended periods of time and working on a computer.
- Must be able to lift up to 20 pounds at times.

Joyce/Dayton Corp. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of age, race, color, religion, gender, sexual orientation, national origin, disability, or veteran status.