

JOB DESCRIPTION		
LOCATION	JOB TITLE	DEPARTMENT
Social Circle, GA	HR Generalist	Administrative
EXEMPT STATUS	FULL / PART TIME	REVISION DATE
Non-Exempt	Full Time	June 1, 2023
REPORTS TO	MAY TAKE DIRECTION FROM	
Operations Manager	Operations Manager, CEO, Company President	
DIRECT REPORTS		
None		

### SUMMARY

HR Generalist is someone who has a broad knowledge of HR topics that enables them to perform a diverse set of job duties each day. They have excellent interpersonal communication, allowing them to adjust their language to speak with upper management, HR personnel and company employees from various departments. They also use time management strategies to ensure they complete required tasks like drafting memos, writing employee training guides or updating employee data in an efficient manner. The HR Generalist is responsible for creating, updating, and applying all HR policies and company guidelines and making sure they adhere to standards and laws initiated by Federal, State, and local agencies and authorities.

### ESSENTIAL DUTIES

- Creating a recruitment plan and calendar according to operations and sales
- Generating official internal documents such as offer letters, appointment letters, salary slips, and warning letters
- Creating onboarding and retention plans and educating newly hired employees on company HR policies, internal procedures, and regulations.
- Maintaining physical and digital files for employees and their documents, benefits, and attendance records
- Creating employee engagement plans, getting necessary budget approval, and initiating activities.
- Collaborating with outside vendors, upper management, and employees to maintain CSR standards con-scripted by authorities.
- Works collaboratively with all departments in evaluating employee performance reviews and appraising their pay scale accordingly.
- Assist management with taking the appropriate disciplinary action against employees who violate rules and regulations and addressing employee.
- Records and files the necessary paperwork in accordance with State and Federal regulations for all inju-ries, complaints, and workers compensation.
- Developing and maintaining company policies and procedures. Ensuring company handbook is up to date.

### **EDUCATION – EXPERIENCE**

- Bachelor's degree in Business or related field.
- Minimum 3 years of Human Resource experience.
- 2 years of payroll experience
- Minimum 3 year experience with Workers Compensation rules and regulations
- Proficiency in Microsoft Office products (Excel, Word, Power point)
- Knowledge of administrative tasks and responsibilities.

U.S. Person required for this position, includes but is not limited to U.S. Citizens and Permanent Residents

### **OTHER COMPETENCIES / SPECIFICATIONS**

- SHRM-CP and/or PHR certification a plus.
- Effective communication, including writing, speaking, and active listening.
- Collaboration and teamwork.
- Ability to work independently with little supervision required.
- Ability to maintain confidentiality related to sensitive company and employee information.
- Excellent verbal and communication skills
- Problem-solving skills and resourceful thinking.
- Strong empathy and interpersonal skills.
- Detail-oriented with excellent organizational skills.
- Exhibit extraordinary discretion, confidentiality, flexibility, and willingness to work closely with our team.
- Other duties may be assigned based on the needs of the company and business requirements as needed.

### **WORK ENVIRONMENT**

- Office environment. Time in production/warehouse may be required.

### **SAFETY**

Must be capable of and willing to accept all work rules, safety and environmental instructions, policies, and procedures, as it applies to the job. Follow all safety precautions.

**SIGNATURES**

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR/MANAGER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HUMAN RESOURCES

\_\_\_\_\_  
DATE

*Job duties and requirements may be subject to modification to reasonably accommodate individuals with disabilities. Requirements are representative of the minimum levels of education, experience and skill required to perform the essential functions of this job. The job description does not constitute a written or implied contract of employment. The company reserves the right to revise or change job duties and responsibilities as the need arises.*