

Human Resources Generalist- Louisiana-USA

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Company: Park Lane Recruitment

Location: United Kingdom

Category: other-general

Human Resources Generalis

- Louisiana

- USA

Industry: Packaging

Position Status:***US Citizen or Permanent Resident***

Benefits: Salary ranges from \$65,000 - \$85,000.

Benefits Package Relocation Assistance.

Position Overview:

Under general supervision from the Human Resources Manager, the generalist will support all facets of human resources for the plant including recruiting, policy interpretation, reporting of information, employee and labor relations, benefits administration, hourly pay administration, and timekeeping.

Job Summary Description:

Employee Relations

Lead employee relations issues with plant management to affect prompt and appropriate resolution.

Administer company policies and help to ensure alignment and consistent application of policies,

Directs the collection and preparation of routine and special human resource reports.

Aids employees and supervisors in solving work-related problems.

Evaluate the issue and meet with supervisors to determine effective remediation techniques, such as job skills training or personal intervention, to resolve human relations issues.

Lead internal investigations related to employee complaints.

Attend union/management meetings and assist with grievance resolution.

Staffing

Manages the internal job posting process to ensure timely posting of open positions. Reviews all internal applications and works with the hiring manager to ensure proper placement of internal candidates. positions. Reviews all internal applications and works with the hiring manager to ensure proper placement of internal candidates.

Source qualified candidates through advertising, approved recruiters, and other recruiting sources.

Interview and assist in selecting qualified candidates to fill approved positions. Coach managers on candidate interviewing and selection.

Analyzes job requirements making recommendations for final selection.

Manage hourly employment offer processes and all pre-employment steps –

references, background check, and drug screen – in preparation for completing the hiring process.

Follow through on all resumes and applications received for open positions to ensure proper correspondence is sent to applicants.

Maintains applicant database

Performs new employee orientation to foster a positive outlook toward plant and company goals.

Employee Record Processing

Oversees the off-boarding process. Prepare and process termination paperwork

Complete transactions for all employee changes that represent a change in status which include promotions, transfers, separations, approved leaves, etc

Process Human Resource Information System data to and always maintain data integrity.

Timekeeping / Payroll Processing

Coordinate weekly timekeeping and payroll processing. Print and audit reports, as necessary. Communicate with corporate payroll on issues and bi-weekly submissions.

Completes secondary review of all timecards to ensure all are properly completed and authorized, and report any violations or issues to department supervisors and management.

Compliance

Routinely audit employment law postings for accuracy and adherence to established guidelines and applicable federal and state laws.

Conducts investigations as assigned.

Monitors and maintains EEOC/Affirmative Action Plan and other legal records, reports, and logs to conform to EEO regulations

Conduct periodic audits, report audit findings, and make recommendations for

correction of unsatisfactory conditions or improvements related to compliance.

Manage the site's EEO/Affirmative Action Policy and maintain necessary records and reports.

Internal Communications

Function as the on-site communications conduit for all corporate internal communications. Print and post all required communications, posters, etc., and facilitate the distribution, as required.

Job Summary Skills:

Excellent organizational skills. Excellent verbal and written communication skills.

Ability to manage confidential data with a high level of professionalism.

Must demonstrate flexibility when work assignments or priorities change and a willingness to do whatever it takes to ensure the overall effectiveness of the HR function.

Ability to prepare correspondence and documents with a high level of accuracy and attention to detail.

Be resourceful in accomplishing work tasks and objectives.

Excellent problem-solving, analytical, and time-management skills.

Ability to excel in a fast-paced, team-oriented environment working on multiple tasks simultaneously, while prioritizing and adhering to strict deadlines.

Demonstrate critical thinking and the ability to bring order to unstructured problems.

Job Summary Requirements:

Bachelor's Degree in Business is a must, Human Resources or a related field is preferred.

At least one year of human resource management experience preferred.

SHRM-CP a plus.

Minimum 2-5 years of Human Resources experience in a manufacturing plant/mill and have a Union background.

Experience working in Human Capital operating systems (SAP HCM strongly preferred)

Previous experience with Applicant Tracking Systems, ATS, (SuccessFactors, etc.) preferred.

Proven organizational, interpersonal, communication, and conflict-resolution skills, both written and verbal.

Strong MS Office Excel skills (Pivot Tables, VLOOKUP, and additional advanced skills desired).

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