

## HR Generalist

We are currently seeking a dynamic HR Generalist to join our growing team of creatives!

This role will be responsible for managing the employee life cycle (i.e., recruiting, interviewing hiring, onboarding, training, and firing employees), compliance regulation, organizational trainings (learning and development), employee relations / company culture, time sheets / payroll, enforcing and updating company policies and procedures, and administering employee benefits.

A driven candidate with creativity, a desire for variety and growth opportunities will succeed best in joining our small company with opportunity to establish an HR role/department and assist in the fast growth that continues to occur as we serve the northeast region of Wisconsin.

### Responsibilities of this role:

#### 1. Recruiting / Onboarding / Maintaining Employee Compliance / Firing

- Employee/Intern recruitment and interviews
  - Collaborate with departmental managers to understand skills and competencies required for openings.
  - Check references.
  - Conduct or acquire background checks and employee eligibility verifications.
  - Write offer letters (both employee and interns)
  - Manage job boards to better recruit new employees
  - Interview and evaluate first round of applicants.
  - Sit in team interviews leading the interview process
- Hiring / Onboarding new employees
  - Organizing and onboarding of all employees and interns
  - Work with owner to maintain competitive pay scale and benefits to attract and retain talented employees.
  - Manage PTO, Sick PTO, Continuing Education PTO, and Self-care time
- Explaining benefit packages and resources
  - Assisting owner in selecting benefit packages
  - Communicate and be resource for compensation/benefits questions and updates
  - Maintain compliance with benefits
- Manage employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Maintaining compliance in the workplace
  - Coordinate and audit personnel files on each employee: personnel file, education file and medical file. HR generalist is responsible for collecting, organizing, and filing documentation, such as new employee documentation, background information,

verifications, grievance procedures, new employee orientation and Personnel Action Forms (PAFs).

- Review, track, and document compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Provide guidance, structure and technical assistance in situations and participate in employee disciplinary meetings involving conduct, performance improvement, progressive discipline, termination and/or investigations.
- Fire employees when needed.

## 2. Organizational Trainings (Learning and Development)

- Manage and organize employee development and training
  - Assist in / create / organize an HR platform that meets needs of ETLLC and the growing company it is.
  - Learning and development management / encourage opportunities to learn
  - Track all licensed personnel. Maintain record of continuing education hours and licensure requirements.
- Hold employees accountable for workplace standards
- Help develop and lean into strengths and personalities of individuals
  - Utilizing Strengths Finders 2.0 top strengths as well as Enneagram personality testing.

## 3. Employee Relations / Company Culture

Promote and maintain a positive organizational culture with innovative and creative Team Member engagement solutions

- Resolving disputes between employees in the workplace
  - Assisting in removing communication barriers
  - Performs routine tasks including managing disciplinary matters, disputes and investigations, recognition, and morale.
- Creating/maintaining healthy company culture
  - Pulse checks; creates strong employee engagement: All aspects of organizational flow and employee morale
  - Assess employee's job satisfaction and ways to improve it

- Assisting the wellness coordinator in creating team building activities
- Planning team events and holiday functions – (assist the social committee when needed)
- Implementing HR initiatives including health, volunteer, and charity initiatives and providing resources (collaborating with committees to assist with this)
- Develop an efficient and effective methodology for communication between the company and its employees.

#### 4. Compliance Regulation of Company

Develop, Assess, Maintain company policies and procedures

- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; review policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and innovative technologies in human resources, talent management, and employment law.

#### *Required Skills/Abilities:*

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and diligence to details.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and critical thinking skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with HR platforms.
- Flexible and adaptable
- Proven ability to engage staff and connect with variety of individuals on a team.
- Ability to effectively manage sensitive and confidential information in a professional manner.
- Ability to work independently as well as contribute to the overall success of the team.
- Ability to leverage technology to simplify processes and improve customer and employee satisfaction.

#### *Education and Experience:*

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- At least two years of human resource experience preferred.
- SHRM-CP a plus.

#### *Physical Requirements:*

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift fifteen pounds at times