



## JOB DESCRIPTION

### Human Resources Generalist

#### Position Summary:

As our company continues to expand, we're excited for this new position and to welcome an enthusiastic and driven Human Resources Generalist to our team. We are seeking a dynamic Human Resources professional who appreciates a culture that puts people first and is looking for an outstanding opportunity to learn and advance your career. Working closely with our Human Resources Director, this role offers a mix of hands-on and strategic responsibilities, supporting six manufacturing facilities – four located in Wisconsin and two in Michigan. The ideal candidate will align with our culture of team camaraderie and respect, bring a positive and proactive approach to new HR initiatives, identify and utilize new technology to support our growth and our team members, and thrive in a growing, agile manufacturing environment.

**Location:** Valders, WI

**Reports To:** Human Resources Director

**Work Schedule:** Monday – Friday, 8:00 am – 4:30 pm  
*(core hours are flexible and open to discussion)*

#### Key Responsibilities:

- **Workplace Technology:** Working closely with our Human Resources Director and Technology Services Manager, serve as a main point of contact for our new HRIS-Payroll system (UKG Ready). Take a lead in continuing to implement the remaining modules within this system. Maintain all employee data, reporting and system applications and make recommendations to enhance HRIS, AI and other innovative workplace technology solutions.
- **Payroll Administration:** Utilize UKG Ready to analyze, prepare and input payroll data, and produce accurate and timely bi-weekly payroll, quarterly and year-end tax reporting, W-2's, etc. Ensure compliance with all applicable state and federal wage and hour laws.
- **Benefits Administration:** Work closely with the Business Operations Coordinator to support the administration of all employee benefit programs, including but not limited to enrollment, education, addressing inquiries, FMLA administration, plan audits, ERISA compliance. Participate in annual benefits plan renewals.
- **Talent Acquisition:** Work closely with our Business Operations Coordinator to manage full-cycle recruitment, including writing new job descriptions, posting job openings, screening candidates, coordinating interviews, and extending offers. Work collaboratively with our team leaders to create a new, consistent and engaging onboarding experience to welcome new team members, introduce them to our unique, supportive culture, set them up for success to quickly understand their role, and provide them with clear expectations and supportive resources.

- **Culture & Engagement:** Promote a people-first culture by working collaboratively with team leaders to develop and organize employee engagement initiatives, provide recognition, celebrate milestones, and encourage feedback.
- **Employee Relations:** Be an approachable and trusted resource to provide supportive guidance to managers and team members to continually enhance performance and employee relations within our positive, supportive and respectful culture.
- **Training & Development:** Assist in identifying training needs and coordinating learning opportunities to support employee growth and career development.
- **Compliance & Reporting:** Maintain an in-depth knowledge of legal requirements to ensure compliance with federal, state, and local employment laws and regulations.
- **Additional Responsibilities:** This position offers the opportunity for additional, elevated responsibilities with continued growth and development.

**Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or a related field preferred; equivalent experience considered
- 3-5 years of progressive HR experience, preferably in a manufacturing or similar environment
- HR Certification or the drive to achieve within two years (PHR, SPHR, SHRM-CP or SHRM-SCP)
- Strong knowledge of HR practices, employment laws, and regulations
- High proficiency in HRIS systems, Microsoft Office Suite and other technology systems; experience with UKG or Kronos a plus
- Excellent interpersonal and communication skills with the ability to build rapport and establish relationships at all levels of the organization
- Ability to handle sensitive information with professionalism and confidentiality
- Willingness to travel on occasion

**We Offer:**

- Competitive Salary
- Annual Bonus Pay Incentive
- Health Insurance (100% company-paid premium)
- Health Reimbursement Account (reimburses 50% of annual deductible)
- Dental Insurance (50% company-paid premium)
- Life Insurance (100% company-paid)
- Voluntary Life Insurance
- Short Term Disability
- 401(k) plan with up to 4% company match (100% immediate vesting)
- Paid Time Off
- Holiday Pay
- Educational Assistance
- Ongoing Training and Professional Development Opportunities
- Much More!

**Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Must be able to access various departments throughout multiple locations