

Human Resources Generalist II – Florence SC Ruiz Foods

Responsible for ensuring policy/legal compliance and implementing company initiatives. Supports management objectives and serves as a liaison between employees and management to promote a positive and open culture. This position holds responsibilities for the following functional areas including but not limited to: recruitment, benefits administration, employee relations, training, performance management, onboarding, policy implementation, affirmative action and employment law compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The essential duties and responsibilities of this job description reflects management's assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned.

- Administers various human resource plans and procedures for all organization personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual.
- Participates in developing department goals, objectives and systems.
- Administers the compensation program; monitors the performance evaluation program and revises as necessary.
- Performs benefits administration, including claims resolution, change reporting, approving invoices for payment and communicating benefits information to employees.
- Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations; monitors career-pathing program; conducts job fairs and writes and places advertisements.
- Handles employee relations counseling, outplacement counseling and exit interviewing.
- Participates in administrative staff meetings and attends other meetings and seminars.
- Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to continuously improve efficiency of the department and services performed.
- Maintains human resource information system records and compiles reports from the database.
- Maintain knowledge, understanding and adhere to safety policies, USDA, GMP's, QA, HACCP, Sanitation rules and regulations, and company policies.
- Maintains compliance with federal, state and local employment and benefits laws and regulations.
- Regular and dependable attendance and punctuality is an essential function of this position.
- Perform other duties in support of department or company needs as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must project a positive and professional image.
- Communicate effectively orally and in writing.
- Be able to make decisions within scope of the job.
- Be readily receptive of additional training for the broadening of skills.
- Personal computer and word processor skills (Microsoft Word, Excel, etc.)
- Previous experience in ADP or similar HRIS
- Must have analytical and critical thinking skills.
- Ability to manage multiple projects.
- Self-motivated: accomplish objectives with minimal oversight.
- Possess good organizational and time management skills.
- Knowledge of state and federal employment laws related to key areas of responsibility.
- Must have valid driver's license and clean MVR.
- Must pass pre-employment background check and drug screen.

PAY QUALIFICATIONS:

Pay will depend on the persons work experience and skill set

EDUCATION and/or EXPERIENCE:

Bachelor's Degree in Human Resources or related field required
3-8 years' experience in Human Resources, preferably food manufacturing

LANGUAGE SKILLS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Ability to speak, write, interpret and translate in Spanish preferred

MATHEMATICAL SKILLS:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS and OTHER QUALIFICATIONS:

Professional in Human Resources (PHR) or SHRM-CP preferred