

HR Generalist

Job Description

The HR Generalist will plan, lead, direct, develop, and coordinate personnel policies and processes, ensuring legal compliance and implementation of the organization's mission and talent strategy. The purpose of the HR Generalist is to coordinate and oversee people operations and policy management. This is an hourly full-time position; based upon a 40-hour work week. The position is fulfilled primarily on-site but is also eligible for occasional remote work. CORE Hour schedule is mutually agreed upon with the Senior Team. The HR Generalist reports directly to Senior Team.

General Duties and Responsibilities

- Advise and coach leadership and team members on and maintain J&L's employee-centered approach to employee relations.
- Oversee and manage talent acquisition processes in alignment with quality-controlled HR manual.
- Oversee, maintain and execute onboarding and offboarding administrative processes ensuring compliance with all federal, state, and local employment laws, ISO9100 and customer standards, and quality-controlled processes and procedures.
- Enter and maintain personnel data in HR platforms including E2, QT9, office 365 aps, and J&L HRM (kiosk).
- Oversee and manage the development, maintenance, and annual review of J&L policies and the quality-controlled employee handbook through the SHRM handbook builder.
- Oversee and manage the 90+ day employee onboarding program ensuring new employees are supported, valued and positively acclimated to the team environment.
- Oversee and ensure commitment to maintaining and continuously improving J&L employee engagement strategies and programs such as special events, anniversary bonuses, employee engagement hours, vending proceeds distribution, etc.
- Administer J&L's bi-annual employee satisfaction survey. Track satisfaction data summarizing and presenting findings to relevant teams.

- Confidentially manage, track, and administer employee attendance or policy exceptions ensuring flexible policies are equitable, fair, and strategic.
- Direct, manage, and maintain strategies to address personnel issues including action planning, documentation, reporting and collaborating with relevant leadership to ensure actions and consequences/rewards are distributed equitably and fairly. Oversee and manage collaboration with leaders and quality on training development, management, and administration.
- Oversee and manage training records, profiles, history and employee data in QT9 according to ISO9100 and J&L quality standards.

Qualifications and Training Required

- Possess high school diploma or equivalent; Bachelor's degree in a related field preferred
- Awareness of and commitment to working with high levels of professionalism
- Excellent Organization Skills
- Excellent verbal, digital and written communications
- Working knowledge of Office 365 applications.