



## **HUMAN RESOURCE GENERALIST-JOB DESCRIPTION**

**REPORTS TO:** Dual reporting responsibilities: Controller and CEO

### **SUMMARY:**

This position coordinates and directs human resource and administrative support functions for the entire organization

### **QUALIFICATIONS:**

- High School Diploma or equivalent
- 4-5 years human resource experience
- The ability to maintain confidentiality
- The ability to work well under pressure, prioritize tasks, and meet deadlines
- Detail oriented, with exceptional problem-solving, planning, and organizational skills
- The ability to work well with others and be diplomatic and persuasive
- Excellent interpersonal and analytical skills
- Exceptional phone presence with pleasant personality and neat appearance
- Experience with office machines including phones, copier, fax machine, postage machine, and printers
- Must possess effective written and verbal communication skills
- Must be able to navigate in a windows based computer environment
- Experience with Microsoft Office, including Outlook, Excel, and Word

### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

- Responsible for the administration of all training and safety policies. Ensures all training documentation abides by UAI/OSHA regulations and maintains safety records for all employees.
- Facilitates the safety committee and schedules regular meetings with committee to review, audit and discuss safety issues and concerns
- Facilitates internal training programs for direct and indirect labor staff, including orientation, process changes and updates, and any other training needs – works directly with in house trainer to coordinate and complete required training
- Responsible for policy administration and enforcement
- Human Resource administration, including assistance in process for hiring, termination, promoting or evaluating personnel
- Maintains accurate and complete personnel records
- Responsible for monitoring, maintaining, and informing management on legislation notices affecting human resources. Monitors company policies to ensure compliance.
- Insurance administration for the organization
- Reviews data collections and time variance daily – resolves discrepancies
- Maintains attendance records, including notices to employees
- Back up for the preparation and distribution of payroll
- Reviews and maintains compensation and benefits
- Facilitates the implementation of policies and procedures
- Facilitates staffing and recruitment goals and strategies
- Administers, communicates and maintains all elements of the employee handbook: updates to current policy including communication to entire UAI staff
- Serves as liaison between management and employees to foster employee communication, job satisfaction and performance
- Promotes and fosters team building among management and production staff
- Proficient in Quickbooks and Microsoft Office programs
- Works well under pressure, prioritize tasks, and meets deadlines
- Sustains excellent organizational and communication skills
- Facilitates requests from executive management as required
- Must perform all duties in conjunction with UAI and ISO requirements.
- Has the authority to stop production when nonconforming parts are detected
- Understands and demonstrates the 6 core behavioral expectations: Communicative, Motivated, Responsible, Dependable, Inquisitive, Accountability
- Other duties as required

Qualified individuals should send their resume to [humanresources@unitedalloy.com](mailto:humanresources@unitedalloy.com)  
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**I have read and understand the job description for a United Alloy Human Resource Generalist.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_