**Job Title:** Human Resources Generalist

**Department:** Administration

**Reports to:** Human Resources Manager

**FLSA Status:** Non-Exempt/Full-time

**JOB SUMMARY**

Administers day-to-day human resource activities for assigned manufacturing/finishing group in support of corporate human resources practices. HRGs may be assigned additional HR Specialist functions.

**ESSENTIAL DUTIES AND RESPONSIBILITES**

* Administers and models company policies and philosophy.
* Leads full-cycle recruiting process for assigned facility including back-up coverage for other facilities, depending on demand.
* Provides day-to-day performance management guidance to managers/supervisors, helps execute/resolve employee relations issues and facilitates corrective action communications.
* Conducts timely, thorough and effective investigations and reports findings to HR Manager.
* Keeps HR Manager apprised of all issues which may be elevated, complex or cause risk to Skills.
* Interprets policies and procedures and resolves issues with employees in regards to adherence of company policies and procedures.
* Assists with the planning, preparation, hosting and administration of regularly scheduled New Hire Orientation.
* Verifies completion and accuracy of employment paperwork and remits to payroll/corporate office timely.
* Facilitates benefits enrollment paperwork both at time of eligibility and during open enrollment.
* Assists with open enrollment meetings activities including conducting presentations.
* Documents personnel actions and submits information to payroll and/or other entities in a timely manner.
* Coordinates medical care for injured employees including applicable paperwork.
* Facilitates weekly staffing meeting with plant management staff.
* Attend and contribute to weekly / monthly HR meetings.
* Timely and accurately administers leaves of absence including FMLA / L&I.
* Evaluates and documents requests /need for reasonable accommodation under ADA and facilitates the interactive process.
* Maintains employee documents/files in a timely, organized manner.
* Assists management with performance review process.
* Provides weekly report to HR Manager summarizing activities.
* Develops / updates job descriptions in cooperation with supervisors.
* Coordinates and represents company at job fairs and recruiting events.
* Supports Vocational Department as required to facilitate incorporation of vocational clients into Skills Inc. workforce as the environment changes.
* Supports HR Manager / Director, Plant Manager and HR team needs including providing coverage during absences.
* Completes special projects as assigned.
* Supports the Wellness Program including wellness meals and ongoing and individual wellness campaigns.
* Supports employee recognition programs including employee events.
* Assists managers in the ordering, hosting, pick up of meals for employee/customer events.
* Identifies opportunities for process improvement and increased efficiency.
* Develops constructive and cooperative working relationships with others and maintains them over time.
* Follows work rules and standard safety regulations at all times.
* Maintains strict confidentiality.
* Essential duties require presence in the workplace on a regular basis: in order to accomplish this, regular attendance and punctuality must be maintained.
* Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

There are no supervisory responsibilities for this position.

**QUALIFICATIONS**

* Knowledge of human resource functions including business management and strategy, workforce planning and employment, benefits, human resources development, employee relations and risk management
* Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources
* Excellent judgment - considering the relative costs and benefits of potential actions to choose the most appropriate one
* Advanced computer literacy in Windows environment including MS Office experience
* Excellent interpersonal skills, team oriented and ability to deal with a wide variety of personalities, communication and learning styles
* Ability to work independently, set goals, prioritize, organize and accomplish work timely
* Ability to work in a team environment requiring collaboration
* Ability to define problems, collect data, establish facts, and draw valid conclusions
* Superior ability to work effectively with changing priorities in an ambiguous environment
* Strong ability to work in a fast-paced environment
* Accepting of criticism and ability to deal calmly and effectively with stressful situations
* Excellent communication skills, verbal and written
* Excellent attention to detail
* Highly developed organizational skills
* Excellent presentation skills
* High degree of professionalism
* Ability to support off shifts (occasionally)
* Ability to travel within the Puget Sound region
* ASL knowledge (a bonus)
* U.S. Person status required due to export control

**EDUCATION/EXPERIENCE**

Bachelor’s degree from a four-year college or university in a related field of study and one year related experience; or Associates degree from a two-year college or university in a related field of study with two or more years related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS**

PHR certification preferred.

**LANGUAGE SKILLS**

### Ability to read work instructions and procedures in English.

### Ability to follow written and verbal instructions in English.

* Ability to read and interpret documents such as safety rules and procedure manuals.
* Ability to write reports and correspondence.
* Ability to communicate in English through voice, American Sign Language or adaptive technology.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Constant periods of sitting at a work station
* Constant repetitive motions
* Frequent periods of standing and /or walking
* Occasionally able to lift or move up to 20 lbs.
* Occasional exposure to indoor manufacturing environment
* Occasional exposure to chemicals, odors and fumes
* Occasional exposure to loud noises

**Definitions:**

Constant (5-8 hrs. /shift)

Frequent (2-5 hrs. /shift)

Occasional (Up to 2 hrs. /shift)

**ABOUT SKILLS INC.** Skills Inc. is a self-supporting Social Enterprise and is organized as a 501 (c) (3) non-profit. We have four lines of business; Aerospace Manufacturing, Aerospace Finishing, Technical Services, and Business Solutions, that operate in 4 locations. Skills Inc. employs over 575 people and our social mission is to train, employ and serve persons with disabilities. We accomplish our mission three ways; direct hire, vocational programs and services, and as a resource to the community.

**Skills, Inc. is an Equal Opportunity Employer**