



WE'RE HIRING

FOR A
**HUMAN
RESOURCES
GENERALIST**

Are you a dedicated Human Resources Generalist with an unfailing commitment to ethics and professionalism? Are you looking for that next step in your career? Our client, Lakeside Surfaces, is looking for a Human Resources Generalist who values the ability to work effectively as a cohesive team. The role is key to recruiting and retaining the best employees. Other significant objectives in this position include employee relations, administering policies and procedures, collecting and analyzing data, training and development, implementing programs, oversee health and welfare benefits, performance management, and succession planning.

To apply forward your resume to: Lisa@WorkWise24.com

WHAT WE'RE LOOKING FOR

RESPONSIBILITIES

- Implements HR programs by providing human resources services, including talent acquisition, health and welfare benefits, training and development, records management, employee relations and retention, and safety and health relations.
- Training and Development: Needs analysis, development and implementation of identified training opportunities for management and staff
- Talent Acquisition: Recruit, interview, and assist management in the selection of their team members and manage the pre-employment process.
- Creating on-boarding plans and educating newly hired employees on HR polices, internal procedures, safety, and regulations through a weekly new hire orientation
- Improves manager and employee performance by identifying and clarifying problems, evaluating potential solutions, implementing selected solutions, coaching and counseling managers and employees.
- Lead the safety steering committee to ensure compliance with HSE plans to meet operational goals to reduce incidents. Work with team members to ensure that safety practices are being followed. Partner with our 3rd party administrator to manage workers compensation claims. Responsible for all OSHA reporting.
- Maintaining physical and digital files for employees and their documents, benefits and attendance records.
- Creating and implementing employee engagement plans, getting necessary budget approval and initiating activities.
- Evaluating employee performance and appraising their pay scale accordingly.

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WHAT WE'RE LOOKING FOR CONT.

MINIMUM JOB QUALIFICATIONS

- Bachelor's degree or equivalent experience in Human Resources, or related area.
- 3 - 5+ years' of experience working in Human Resources Generalist or Senior Generalist role.
- Minimum of 1 year experience developing and facilitating training programs.
- 1-3 years minimum experience in recruitment and on-boarding.
- 1-3 years minimum experience in employee relations
- Advanced PC skills including Microsoft Office 365.
- Leadership and coaching skills.
- Strong interpersonal and communication skills.

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