

HR Generalist

Job Summary:

This role is an opportunity to be part of a collaborative and safety-focused team. You will be able to make a visible impact on culture, retention, and employee experience. You will gain exposure to a wide range of HR functions and grow your career with opportunities for advancement.

The client is looking for someone approachable, can lead with influence, understands discretion, Someone who is not going to “rule with an iron fist or be un-flexible”

The HR manager oversees multiple plants, so this role serves as the main POC at this plant working alongside the Plant Manager and leaders.

Relocation assistance is provided.

Job Description:

- Be visible and approachable—support employees and supervisors on the production floor.
- Lead recruitment efforts for hourly and salaried roles, from job posting to offer.
- Deliver a great onboarding experience that sets new hires up for success.
- Coach leaders on performance, communication, and employee engagement.
- Ensure HR compliance with policies and employment laws (FMLA, ADA, EEO, etc.).
- Support payroll, timekeeping, and attendance tracking for accurate processing.
- Promote a safety-first culture in partnership with EHS and plant leadership.
- Drive engagement through recognition programs and culture-building initiatives.

Qualifications:

- Bachelor's degree in HR, Business, or related field.
- 3+ years of HR generalist experience—manufacturing or industrial setting.
- Strong knowledge of HR laws and compliance standards.
- Experience with HRIS systems (Workday preferred).
- Excellent communication, problem-solving, and organizational skills.
- Comfortable working across multiple shifts and spending time on the production floor.
- Excellent personality- ability to lead with influence and be approachable.
- US Citizen or Green Card holder.