

**American Flexible Products, Inc.**  
**JOB DESCRIPTION**

Position Title: Human Resource Generalist		Approved:
Division/Department: Administration	Shift: Day	Exempt/Non-Exempt:
Reports To (Title): CFO	Date: <b>October 15, 2021</b>	

The statements below reflect the principal function and most significant duties of the job as necessary for its evaluation in relation to other jobs in the organization and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. Any functions that are non-Essential will be identified as such below. A request for Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**OVERVIEW:**

The Human Resource Generalist will run the daily functions of the Human Resource Department including talent acquisition, talent management, compensation, benefits, performance management, training, development, and administering company policies and practices. The Human Resource Generalist is responsible for following all quality and safety protocol of the company.

**MAJOR AREAS OF ACCOUNTABILITY:**

1. Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
2. Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
3. Conducts or acquires background checks and employee eligibility verifications.
4. Implements new hire orientation and employee recognition programs.
5. Performs routine tasks required to administer and execute human resource programs including but not limited to compensation; benefits including ESOP; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition; engagement; occupational health and safety; and training and development.
6. Processes bi-weekly payroll
7. Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate management.
8. Attends and participates in employee disciplinary meetings, terminations, and investigations.
9. Manages employee information of personnel files and HRIS system.
10. Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
11. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
12. Champion employee engagement including AFP ESOP Committee.
13. Assists other departments as necessary.

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### **QUALIFICATIONS:**

- BA/BS degree in Human Resources or Business or related field.
- 3 years minimum experience previous Human Resources experience in manufacturing
- SHRM-CP certification a plus.
- HR experience in a manufacturing environment preferred.
- Proficient with Microsoft Office: Word, Excel, PowerPoint and HRIS software.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.

### **Working Conditions**

- This position is not eligible for working remotely.
- This position will require engagement with 2<sup>nd</sup> shift.
- Light work, exerting up to 20 lbs. of force or less.
- 85% of time requires viewing and working at computer screen.
- Significant work pace & pressure due to deadlines.