

# HR Generalist

## Vos activités

### Overview:

The HR Generalist serves as a strategic partner for all HR related topics within the manufacturing environment. The role is an advisor to all employees from first line supervisors to executive leadership, with an **intense focus on building partnerships, proactive problem solving, and excellent communication** to deliver high quality customer service to all internal customers. **The role is focused on building a trust-based, collaborative partnership with the workforce for all functions to balance the role of both business and employee advocate.**

### Responsibilities:

#### Employee Relations:

- In-take employee concerns and determine next steps
- Perform **investigation** and resolution of performance, conduct & attendance issues and escalate to HRM as needed
- Perform conflict resolution for employee concerns, harassment, and discrimination complaints
- **Manage the progressive discipline** process with support from HR Manager as needed
- Manage the termination process for all employees
- Manage employee communication in the event of no call, no show, no return to work, or other employee related concerns

#### Engagement:

- Support recognition planning & execution (employee appreciation events, open house, holiday luncheons, etc.)
- Spend a minimum of 30 minutes per day on the production floor engaging with employees and identifying employee needs
- Support and guide facility engagement/culture teams/external engagement to gain employee commitment and maintain positive employee relations by initiating actions and/or processes that improve overall communication, problem resolution, and teamwork
- Support supervisors with employee retention and engagement initiatives

#### Talent Acquisition:

- Manage the **full-cycle talent acquisition** process in collaboration with talent acquisition center of excellence
- **Create non-exempt and hourly requisitions** and route to leadership for approval
- Extend offers of employment through completion of pre-boarding activities
- Manage pre-employment background and drug testing process
- Manage temporary agency relationships/service



Référence  
**REF52208D**

Domaine fonctionnel  
**Human Resources**

Site  
**New Braunfels**

Niveau de leadership  
**Leading Self**

Flexibilité du poste  
**Onsite Job**

Unité légale  
**Continental Autonomous  
Mobility US, LLC**

agreements/recruitment/compensation, etc.

- Identify, partner, and measure community partnerships for talent acquisition sourcing
- Manage career fair preparation and attendance of events
- Prepare marketing and communications for upcoming events, organization announcements, etc.
- Support the facility **Affirmative Action** tracking of good faith efforts
- Track and report out key performance metrics related to talent acquisition on a monthly basis
- Manage labor forecasting process in support with local HR and Controlling

#### **Compliance:**

- Ensure compliance of federal state, local employment laws and regulatory agency requirements
- Maintain, audit, update HR processes, work instructions and assists with external automotive audit documentation
- Support **Affirmative Action** process to include reporting analysis, underutilization action, and supervisor report out
- Support I-9 administration
- Support creation of local policies and procedures to include, employee handbook updates
- Supports all government related audits as required

#### **Compensation:**

- Assist compensation/payroll questions
- Perform annual **hourly wage benchmarking**
- Employee referral bonus processing & follow-up
- Support time and attendance tracking for new hires, terminations, and bi-weekly **payroll** as needed
- Assist with **compensation changes**

#### **Benefits:**

- Assist with benefit questions and liaison between benefits dept.
- Administration of benefit programs including eligibility, new employee enrollment, and effective communication.
- Facilitate **open enrollment** training/meetings and questions
- Manage **leave of absence** requests to include intake, analysis, and communication (**interactive process**)
- **Support FMLA** hour tracking and recertification
- Manage **ADA reasonable accommodation interactive process**
- Manage **STD/LTD process** to include employee, supervisor questions and return-to-work

#### **Misc:**

- Assist with day-to-day operations of the HR functions and duties
- Create and close out purchase order requests as necessary
- Submit employee changes via HRIS
- Recommends personnel actions by **analyzing and interpreting data** and making comparative analyses
- Creates efficient HR administrative processes by applying continuous improvement measures and methods. Initiates and manages ad hoc teams to evaluate information needs, systems, and procedures to streamline and reduce time of administration or improve accuracy

- Support unemployment claim processing and attend UI hearings
- Support garnishment processing
- Execute job analysis and implementation
- Update, track, and report **HR key performance metrics** monthly
- Participate in **strategic HR and plant wide projects**

## Votre profil

### Basic Qualifications (Required):

- 2+ years of HR related experience
- Bachelors degree in HR, Communication Psychology, or other related field
- **Excellent time management skills**
- **Excellent problem solving skills**
- **Excellent verbal and written communication skills**
- **Strong attention-to-detail and organization skills**
- **Ability to proactively make decisions and escalate matters as necessary**
- **Intermediate user of Microsoft Programs to include: Excel (Pivot Table, V-Lookup), PowerPoint, Outlook, Word, Teams**

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### Preferred Qualifications (Not Required):

- 4+ years HR experience working in a **24/7 manufacturing environment**
- 1+ years participating or leading **HR project teams**
- 1+ years HR systems experience with SAP and/or SuccessFactors
- **HR Certification** (PHR or SHRM-CP)

## Notre offre

All your information will be kept confidential according to EEO guidelines.

### EEO-Statement:

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