

HR Generalist

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Company: Automotive

Location: Concord

Category: other-general

We are currently looking for an HR Generalist who can Provide overall human resources services for management, staff, and unionized employees for the Concord manufacturing facility. Responsible for recruitment process, reviews staffing needs with managers, and interviews applicants. Investigates and resolves day-to-day employee relations problems, either directly or through advice to line management. Assist employees regarding personnel practices and interpretation of personnel policies and programs. Investigates and advises both management and employees on human resources matters, preparing briefing papers as required.

ACCOUNTABILITIES:

- Assist with the development and maintenance of HR policies and procedures
- Develop and maintain an effective recruitment and selection process
- Ensure benefit programs are administered in a proficient and timely manner
- Manages worker's compensation claims and employee return to work programs, assists in the investigation of accidents and incidents
- Coordinate and guide performance review process
- Maintain confidentiality and trust through positive employee relations
- Provide timely responses to the needs and questions of employees
- Assist in creating a culture of fair treatment and positive employee relations
- Oversee the Progressive Discipline process to ensure consistency and provide advice and / or counseling to management
- Coordinate and conduct employee orientation and coordinate employee communications meetings
- Complete employee pay and benefit survey information
- Remain current with legislative requirements & compliance
- Provide direction and guidance during changes in organizational processes, operations, planning, intervention, leadership training and culture that balances the expectations and needs of the organization, its employees and other

stakeholders KNOWLEDGE, SKILLS AND OTHER INFORMATION: Bachelors Degree in Human Resources and/or closely related field Minimum 2 to 3 years HR Generalist experience, Union management experience and Manufacturing industry (automotive) preferred Proficient in MS Office products (advanced Excel and PowerPoint) Experience with HRIS systems (Ultimate Kronos Group preferred) Strong communication skills (oral, written, and presentation), with the ability to communicate effectively both with employees and external industry groups Foster a culture of collaboration and teamwork. Fulfill all health and safety and environmental responsibilities as identified in the HSE Management Standards, ISO 14001 & 45001 Management Systems. High degree of integrity Proven ability to achieve results Proactive in learning and development activities Proven ability to work with and develop people At Leap we are an Equal Opportunity and Affirmative Action Employer. That means all applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. Leap will not tolerate any discrimination or harassment based on any of these characteristics. Leap encourages applicants of all ages.

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