

## FREUDENBERG-NOK GENERAL PARTNERSHIP JOB DESCRIPTION

**JOB TITLE:** Human Resources Generalist

**FLSA status:** Salary-Exempt

**LOCATION:** Northfield

**DATE PREPARED:** September 2021

### **GENERAL RESPONSIBILITY AND FUNCTION:**

Incumbent supports Facility Human Resources Manager and Plant Manager. Administers insurance programs, assist with production employee candidate screening, coordinate various safety program correspondence, coordination of employee changes and staffing as well as the maintenance of various records and report compilation/preparation

*A condition of employment requires that the incumbent learn, abide by and sponsor the Guiding Principles of the Freudenberg Group.*

**REPORTS TO:** Human Resource Manager

**SUPERVISES:** No one reports to this incumbent.

**COORDINATES WITH:** The incumbent coordinates with all Hourly and Salary Associates, Supervisors, Corporate Human Resources and Payroll Personnel, Assignment agencies, Workers Compensation Administrators and Health Insurance Administrators. Various coordination and communication may be done with local physicians and hospitals, civic officials, company attorneys, governmental agencies and insurance inspectors.

### **FUNCTIONAL DUTIES:**

- Prepares weekly and monthly reports (Headcount, Attendance)
- Acts as administrator in ADP system - responsible for weekly Payroll completion ensuring Payrolls are and accurate and up-to-date, and for Time and Attendance issues
- Acts as primary administrator in Workday system
- Organizes and drives community relations programs as deemed appropriate
- Prepares and distributes correspondence as requested by Human Resources Manager
- Exercises independent judgment in the performance of duties as well as performs other general office duties
- Supports activities and coordination of employee events in conjunction with the Culture Events Committee
- Coordinates temporary workforce, and assists with all hourly employment activities including position posting and conducting new hire orientations
- Monitors hourly employee work and benefit hours to ensure proper disbursement of check/direct deposit advice information
- Generates various reports from HRIS Systems
- Investigates and responds to various daily payroll related questions from employees
- Assists with maintenance of employee attendance records including: Absenteeism, Tardy, Leave-Early and Failure to Report Warnings

- Assists Human Resources Manager with administration of Hourly and Salary Compensation and Benefit Programs and assists with the annual open enrollment process
- Administers FMLA, STD, and Unemployment claims plus maintains current status of associates
- Maintains Personnel Files of Hourly workforce
- Administers, Educational Assistance, Safety Shoe & Tanner Programs
- Administers badge security system
- In conjunction with HR Manager, tracks and maintains Workers Compensation and OSHA record keeping systems in compliance with company policy and state and federal laws
- Assists Human Resource Manager with coordinating all moving and leasing issues with new/transferred associates
- Supports HR Manager/HR Lead with special projects as needed
- Acts as Company representative in dealing with Union matters in conjunction with HR Manager
- Maintains adherence to Company policies, safety/ergonomic standards and good housekeeping practices
- Understands and supports health, safety, and environmental policies and integrates health, safety, and environmental considerations into daily work activities

**SPECIAL CIRCUMSTANCES OF THE JOB:**

Incumbent must possess excellent human relation skills. Must also have a mature, positive approach to dealing with all level of associates. Must also understand the importance of handling confidential information with sensitivity.

This is a very demanding, fast-paced position that requires patience, approachability, and the ability to handle stress and pressure. Must be self-motivated, work independently with minimum direct supervision and be able to work with frequent interruptions. Incumbent must be able to exercise independent judgment and perform functions in an honest, fair, consistent manner. Incumbent must be able to organize and reorganize priorities on frequent basis and be extremely flexible. Must periodically visit on all three shifts.

**QUALIFICATIONS:**

- Bachelor Degree in Human Resources or related field and 2-4 years generalist experience or equivalent combination
- Excellent communication (oral, written and listening) and interpersonal skills
- Team oriented; able to interact with all levels of employees, good facilitation skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint), ADP and Workday
- Ability to handle sensitive and confidential issues in a professional manner
- Must be able to work with minimum of direct supervision
- Must be self-motivated and be able to work with frequent interruptions
- This position requires the incumbent to have an understanding of federal and state labor laws
- The individual must understand company policies and be able to interpret the company policy handbook
- Must be able to balance multiple and changing priorities while maintaining excellent organizational skills

*This job description is not intended to be all-inclusive. An Associate in this position may also perform other reasonable related business duties as assigned by immediate supervisor or management.*