

## HESTAN COMMERCIAL CORPORATION JOB DESCRIPTION

Job Title: HR Generalist  
Department: General  
Reports to: VP of Inside Sales & Logistics  
Status: Non - Exempt

### Job Summary:

This position encompasses a range of general responsibilities and functions across the entire business operation, mainly due to the nature of a new start up business. The main focuses are, but not limited to, Human Resources. It is expected that the job responsibilities will evolve, change, and expand as the business grows.

### Essential Job Duties:

- Actively serves as a business partner to the plant supervision group, helping deliver the site and group strategy while supporting goals and objectives for continual improvement of the site.
- Serves as an advisor and coach for the plant supervision team on various policies and procedures.
- Supports the Company code of ethics
- Assists in training management and employees on meaning and application of policies.
- Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
- Assists in coordination of staffing including recruitment, layoffs, terminations, transfers, orientation, etc. within budgeted headcount levels.
- Assists departments with the recruitment and interviewing of qualified applicants.
- Promotes and supports actions to develop a culture of Employee Involvement in order to create a strong, positive work environment to meet current and future needs, growth and objectives.
- Assists in preparing job descriptions, conducting pay surveys, evaluating jobs and assuring policy compliance.
- Acts as a primary point of contact for internal grievances and investigates employee issues as part of good employee relations. Counsels supervisors and managers on resolving employee disputes and advises appropriate action(s). Ensures confidentiality is followed throughout the process.
- Assists in deployment and tracking of hourly performance reviews.
- Responsible for the day-to-day administration of the human resource records system. Ensures that the records are accurate, up to date and comply with legal record retention requirements.
- Supports operations in communicating vital employee information in meetings, announcements, etc.

- Advise employees on eligibility, coverage, and other benefits matters
- Supports benefits administration to include open enrollment, change reporting, and employee communications
- Function as a liaison between vendors, field HR representatives, and employees
- Supports Workers compensation administration
- Support with employment regulations, including FMLA, FLSA, ADAA, and EEO
- Interpretation and application of policies and procedures
- Personnel recordkeeping - maintain confidential, personnel and other HR records

#### Qualifications:

- ◆ Requires a high school diploma or GED equivalent. College degree or coursework in Human Resources, Organizational Development or Business highly preferred.
- ◆ Prior experience with recruitment is required. Prior experience as an HR Assistant or equivalent position in an HR department required.
- ◆ Knowledge of MS Office including Word, PowerPoint and Excel required.
- ◆ Bilingual in Spanish and English is required.
- ◆ Professional certification as a PHR or SPHR is highly preferred.
- ◆ Must be able to meet deadlines and possess the ability to handle multiple tasks simultaneously.
- ◆ Must possess strong verbal and written communication skills.
- ◆ Must be able to interface with all levels of employees in a collaborative and professional manner at all times.
- ◆ Must take initiative to seek improvement opportunities to better department and company.
- ◆ Must be able to conduct research and form recommendations to execute new initiatives.
- ◆ Must have strong organizational skills and be detail oriented.

#### Working Conditions:

Work is performed primarily indoors. Lighting is artificial. Equipment used includes standard office equipment i.e. computer, telephone, fax machine and copier. Physical demands include sitting, walking, standing, bending over, kneeling, repetitive use of hands, grasping, pushing, pulling and lifting up to 25 lbs. Hours and days are Monday through Friday with occasional weekends or overtime required. Position requires close contact with HCC employees.