

## Newly Weds Foods Job Description

### HUMAN RESOURCES GENERALIST

#### Summary

The Human Resources Generalist is responsible for providing support to the Human Resources department and acts as a liaison with NWF employees on a variety of HR issues.

#### Essential Functions

- Conduct full cycle recruitment for exempt, non-exempt and temporary positions including phone screens, interviews, conducting pre-employment testing as well as overseeing pre-employment drug and background checks and reference checks.
- Conduct new employee orientations, in both English & Spanish, including payroll paperwork and benefits orientation.
- Oversee all facility training & education, including conducting classes on a wide array of topics, in both English & Spanish. Become the expert in regards to the facilities training needs & topics. Translate documents & training into Spanish
- Backup for payroll processor and prepare labor invoices for temporary employees as needed
- Assist in benefits enrollment/administration as required.
- Assist with all required research and needs assessments, and provide recommendations.
- Independently research various initiatives, including compensation planning, policy updates, and technology improvements. Collect data and resources, present findings and provide recommendations.
- Maintain applicant tracking and affirmative action plans and prepare necessary documentation for EEOC, Vet 1 and AAP submissions
- Manage exit interview process.
- Conduct full cycle recruitment for exempt, non-exempt and temporary positions including phone screens, interviews, conducting pre-employment testing as well as overseeing pre-employment drug and background checks and reference checks.
- Conduct new employee orientations, in both English & Spanish, including payroll paperwork and benefits orientation.
- Oversee all facility training & education, including conducting classes on a wide array of topics, in both English & Spanish. Become the expert in regards to the facilities training needs & topics
- Assist with annual performance appraisal process as needed.
- Backup for payroll processor and prepare labor invoices for temporary employees as needed
- Assist in benefits enrollment/administration as required.
- Translate documents & training into Spanish.
- Assist with all required research and needs assessments, and provide recommendations.
- Conduct internal HR audits.
- Assist and coordinate employee activities as needed.

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<b>Qualifications</b>
<ul style="list-style-type: none"><li>• Complete fluency in both English and Spanish required</li><li>• Minimum of three years' related experience, either HR or Training/Education, required; 5+ years related experience preferred.</li><li>• Strong communication, analytical abilities, organization skills and general knowledge of Adobe applications, Microsoft Office and Lotus Notes.</li><li>• Bachelor's Degree in HR, Education, Business or a related discipline preferred.</li></ul>
<b>Work Environment</b>
General Office Setting

**Disclaimer:** The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. New Weds Foods is an Equal Opportunity Employer.