



KULZER
MITSUI CHEMICALS GROUP

HUMAN RESOURCE GENERALIST JOB DESCRIPTION

Job Title: Human Resource Generalist
Department: Human Resources
Reports To: Director, Human Resource
Prepared By: Human Resources
Status: Exempt
Date: 10/2023

Position Summary:

Performs HR-related duties on a professional level. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, policy implementation, affirmative action, and employment law compliance, while focusing mainly on onboarding and recruitment/employment.

Essential Duties and Responsibilities:

- Responsible to champion aggressive, ongoing recruitment program.
- Responsible to work closely with department managers/supervisors to determine staff needs, while maintaining open communication throughout interviewing/onboarding processes.
- Responsible to post open positions with established recruitment sources as necessary and authorized, to include: online, newspaper, job boards, social media, LinkedIn, radio, etc.; always keeping information fresh and relevant. Including internal position posting.
- Responsible to champion employee engagement programs.
- Responsible to coordinate, plan for and participate in job fairs as directed by HR Director.
- Responsible to be the primary contact for all applicant inquiries. Conduct phone and in-person interviews with prospective candidates and/or forward application to managers, as appropriate.
- Responsible to assist with training programs as directed by Manager.
- Responsible to coordinate and administer all onboarding/offboarding activities and collect necessary paperwork for new hires, employee transfers, and terminations.
- Responsible to ensure pre-hire paperwork and requirements are satisfied prior to extending final offer (i.e.: background checks, drug screens, license and reference verifications, and valid I-9 documentation).
- Responsible to verify, complete, and maintain Form I-9, ensuring USCIS compliance.

- Responsible to manage assignment of company credit card, business cards, and auto reimbursement program details as applicable.
- Responsible to submit workers' compensation claims and subsequent paperwork to insurance carrier. Monitor completion of incident investigations, maintain communication, ensure employee has thorough understanding of process, ensure receipt of all necessary documentation, and work with supervisors to encourage and accommodate transitional duties, as necessary.
- Responsible to maintain accurate EEOC and OSHA reports, logs and database. Human resource database is periodically reviewed for accuracy.
- Responsible to perform various payroll functions as assigned.
- Responsible to assign and maintain Excel spreadsheet of Open Positions.
- Responsible to prepare employee reports via HRIS, to include, but not limited to: new hire, turnover, headcount, and other employment reporting, as assigned by manager.
- Responsible to process and maintain Leave of Absence process according to Federal requirements and Kulzer Policies, as assigned.
- Responsible to cross train and backup to other HR staff, as needed, in order to fill in during absences.
- Responsible to coordinate and manage completion of all New Hire Training Matrices.
- Responsible to maintain New Hire Training Matrix documents.
- Responsible to create and distribute monthly HR newsletter and site announcements.
- Responsible for special projects and other administrative support tasks as requested by Human Resource Director.
- Responsible to maintain work area and equipment in a clean orderly condition and follows prescribed safety procedures and PPE.
- Responsible to perform other related duties as assigned by supervisor.

Qualifications / Skills:

- Must possess extensive computer skills, including familiarity with Microsoft PowerPoint, Word, and Excel, with aptitude to quickly learn human resource-specific software, as necessary.
- Ability to communicate effectively, both in writing and verbally.
- Must possess strong Customer Service Skills.
- Ability to tactfully resolve difficult situations with staff, visitors, and recruits.
- Ability to work independently and in teams.
- Ability to maintain confidentiality.
- Must be a self-starter with strong prioritization skills.
- Ability to work well and relate to all levels of individuals and personalities.
- Ability to use discernment, sound judgment and critical thinking skills in decision making.

Education and/or Experience:

- An associate degree with three to five years of HR experience,
- Or a minimum of five years of experience in the HR field,
- Or any similar combination of education and experience.

Physical/Mental Requirements & Working Conditions

Employees/applicants may not pose a direct threat or significant risk to the health and safety of themselves or others. Employee must be able to meet the following requirements with or without the use of prosthetic devices and/or reasonable accommodation.

- Frequent use of hands, walking, sitting, talking, hearing and repetitive motions required.
- Occasional reaching, kneeling, standing, pulling, lifting, grasping, feeling required.
- Requires the ability to lift up to 25 pounds occasionally and up to 10 pounds frequently.
- Requires the ability to see things clearly at 20 inches or less, as is common in visual inspection or computer work.

Every effort has been made to make this job description as complete as possible. However, it in no way states or implies that these are the only duties or requirements of the job. The omission of specific statements of duties, responsibilities, or expectations does not exclude them from the position.