



POSITION SUMMARY STATEMENT

The Human Resources Generalist reports directly into the Director, Human Resources and is responsible for all areas that support human resources: recruiting, employee relations, performance management, benefits, training & development, workers compensation & unemployment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Become a strategic business partner by providing recommendations to elevate the distribution center processes
- Recruit, interview, complete background and references, and select employees to fill vacant positions
- Plan and conduct new hire orientation to familiarize employee with company policies and practices and assure alignment with company values
- Proficient with HRB system; ensure all HRB data for location is accurate and current, enhances utilization of system to meet business and HR functional needs, and implements new HRB initiatives
- Manage personnel files for location
- Conduct employee relations investigations; support, train and advise management in appropriate and legal resolution of employee relations issues
- Conduct exit interviews, manage metrics, make recommendations based on analysis of data
- Manage talent review process and implement measures such as IDPs and PIPs with HR leadership and location senior management to move talent base forward
- Oversee and administer location performance management process and related salary administration process
- Foster an environment where there are clear actions for both superior and subpar performance through effective use of training, coaching, counseling, and advising managers on recognizing and managing performance
- Manage the benefits programs such as life, health, dental and disability insurances, pension plans, LOA's, and employee assistance
- Coordinate and oversee yearly open enrollment
- Partner with HR leadership to develop and deliver training at all levels to address skill gaps and meet compliance
- Manage workers compensation & unemployment claims to determine, evaluate, and limit coverage, liability and damages
- Partner with location senior management to compile and analyze metrics
- Instill ASICS Spirit into the everyday work environment
- Remain current on HR laws to provide a center of excellence

MINIMUM QUALIFICATIONS:

EDUCATION/EXPERIENCE:

- 5+ years Generalist experience
- Bachelors Degree in Human Resources preferred
- Knowledge of recruitment strategies and techniques, employment agency methods and operations, developed skill in interviewing techniques
- Knowledge of HR/labor laws, proven ability to handle confidential information
- Solid verbal and nonverbal communications skills, good interpersonal skills, coaching and counseling skills
- Good computer skills: Microsoft Suite (Word, Excel, Outlook, PowerPoint), and Lotus Notes

COMPETENCIES:

- Business Acumen, Communication, Customer Service, Detail Oriented, Honesty and Integrity, Negotiation, Organization, Professionalism, Results Oriented, Solutions Oriented, Teamwork