

Human Resources Generalist

A rapidly growing international market leader is looking for an innovative human resource professional to fill their **Human Resources Generalist** role. This onsite, key position will be responsible for facilitating the full life cycle recruiting process and assisting with the demands of a growing organization within the Human Resources Department. The position will report directly to the Human Resources Manager.

Duties and Responsibilities:

- Performs routine tasks required to administer human resources programs including but not limited to benefits, payroll, leave, recognition and morale, and training and development
- Works with HR Manager and Hiring Managers to manage the recruitment cycle, including initial contact with applicants, scheduling interviews, scheduling travel if necessary and hiring of qualified candidates
- Assists with creating and updating job descriptions and posts openings on job boards
- Attends Career Fairs, Community Events, HR related training events and keeps up to date with recruiting and employee engagement trends
- Works in conjunction with HR Manager and Marketing to craft campaigns and social media content that will attract passive candidates
- Assists with onboarding new employees by preparing new hire paperwork, open enrollment packets, updating organizational charts and various other special projects
- Maintains and updates applicant and employee data in HRIS system.
- Other duties as assigned

Education and Experience

- Bachelor's Degree in Human Resources, Business or a related field or equivalent experience required
- (2-4) years of full life cycle recruiting experience required
- Strong verbal and written communication skills
- Maintains a high level of confidentiality and tact
- Nurtures the organizational culture of Sauer Compressors USA
- Strong analytical skills, proactive problem solving and strong attention to detail
- Proficient with job related software, Microsoft Suite and Social Media sites

Benefits & Compensation:

- Salary commensurate with experience
- Company subsidized Medical, Dental and Vision benefits effective the first of the month following 30 days of employment, 401k with 3% Safe Harbor Match, Performance Bonus, 13 paid vacation days, 5 paid sick days and 12 paid holidays.
- Growth opportunities are available