



Job Description

JOB TITLE: HUMAN RESOURCES GENERALIST	
BUSINESS DIVISION: WISHBONE MEDICAL INC	Status: SALARY/EXEMPT
DEPARTMENT NAME: GENERAL & ADMIN	Type: FULL-TIME
PREPARED BY: HUMAN RESOURCES	DATE: 12/21/2021
WORK LOCATION: CORP - WARSAW	REPORTS TO: PRESIDENT AND COO

SUMMARY:

We are looking for a Human Resources Generalist to join our team and implement various human resources programs. HR Generalists have a broad knowledge of human resources functions, from hiring to onboarding, and from employee compensation to evaluation. If you have a passion for HR, are familiar with labor law, and look to kickstart your career in the medical device field, this is the place to be. Your role as an HR Generalist will be far from one-dimensional. You'll undertake a wide range of HR tasks, such as organizing trainings, administering employee benefits and leaves, and crafting HR policies. You will use Human Resources Information Systems (HRIS) to ensure all employee records are up-to-date and confidential. You'll act as the main point of contact for employees' queries on HR-related topics. The goal is to ensure the HR department's operations will run smoothly and effectively to deliver maximum value to the organization. This position will run the daily functions of the HR department at WishBone Medical in Warsaw, IN and Red Star Contract Manufacturing in Larwill, IN.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(includes the following but other duties may be assigned)*

- Recruit, interview, and facilitate the hiring of qualified job applicants for open positions and collaborate with departmental managers to understand skills and competencies required for openings
- Organize and manage new employee orientation, on-boarding, and training programs
- Perform tasks required to administer and execute human resource programs including, but not limited to, compensation, benefits and leave, disciplinary matters, disputes and investigations, performance and talent management, productivity, recognition, and morale, occupational health and safety, and training and development
- Explain and provide information on employee benefits, programs, and education and may also advise on benefit needs or evaluate benefit contract bids
- Handle employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff
- Maintain compliance with federal, state, and local employment laws and regulations and recommend best practices and review policies and practices to maintain compliance
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law
- Review, track, and document compliance with mandatory and non-mandatory training, continuing education, and work assessments including safety training, anti-harassment training, professional licensure, and aptitude exams and certifications
- Attend and participate in employee disciplinary meetings, terminations, and investigations
- Represent WishBone Medical and Red Star Contract Manufacturing in community and recruiting events

QUALIFICATION REQUIREMENTS:

- Bachelor's degree in Human Resources, Business Administration, or related field, required
- At least three years of human resource management experience, preferred
- SHRM-CP certification is a plus

OTHER SKILLS and ABILITIES:

- Excellent verbal and written communication, interpersonal, negotiation, and conflict resolution skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Ability to prioritize tasks and to delegate them when appropriate
- Ability to act with integrity, professionalism, and confidentiality
- Thorough knowledge of employment-related laws and regulations
- Proficient with Microsoft Office Suite or related software

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; and use hands to handle, or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Associate will normally work in an office environment but may also be subject to high noise levels from machines, and physical hazards from moving machine parts. WHEN OVERTIME IS SCHEDULED, IT IS MANDATORY.

REVIEWED AND ACCEPTED BY:

<i>MANAGER</i>	<i>ASSOCIATE</i>
NAME:	NAME:
SIGNATURE:	SIGNATURE:
TITLE: President and COO	TITLE: Human Resources Generalist
DATE:	DATE:

The above description is intended to describe the general content, identify the essential functions of, and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

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