



HR Generalist-Plant location, 1880 Fairlawn Dr., Tuscaloosa, LA 35401
Exempt position reporting to HR Manager, Corporate Office
Hours 8-5 M-F, some travel to Covington, LA required

The Human Resources Generalist is the conduit for positive employee relations, performance management, training and focal point for benefits/compensation at the plant level reporting to the HR Manager at the corporate office in La.

Provides general human resource assistance to the business unit which may include recruiting, selection and staffing, employment and personnel documentation, job evaluation, compensation, and/or benefits. This position performs complex duties requiring independent judgment and coordination in one or more areas of a comprehensive human resource operation.

Core Responsibilities:

- Manages the processing of new job requisitions and hiring activities for all Hourly personnel and may assist with Salary personnel
- Maintains compliance with federal and state regulations concerning employment.
- Conducts new-employee orientations.
- Responsible for assisting in the administration of disability and Workers Compensation claims.
- Maintains the Human Resource Information System records and compiles reports from database.
- Manages external hiring process along with HR Manager.
- Serves as HR representative on assigned committees, projects, and community involvement activities.
- Supports the functional areas of human resources including, but not limited to, recruitment and employment, personnel records, employee and/or labor relations, benefits administration, training, labor relations, safety, investigations and special projects.
- Assists with the development of various activities such as job fairs, training and development workshops, labor relations, and payroll processing.
- Assists with the development and implementation of human resources policies and procedures through employee booklets, communications, and/or meetings.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. May perform other duties as assigned.



Qualifications:

- Bachelor's degree from an accredited four-year college or university in Human Resources, Business Management, or related field and 2+ years related experience and/or training; or equivalent combination of education and experience, required.
- Knowledge of employment law practices.
- Experience in administration of benefits, compensation, and other programs.
- Knowledge of Internet software, Microsoft Excel, Word Processing, and Power Point.
- Experience with payroll systems and payroll processing procedures.
- Strong written and verbal communication skills.
- Ability to work well with others in fast paced, dynamic environment.
- Ability to be respectful, approachable and team oriented while building strong working relationships and a positive work environment.
- Must be able to interact professionally and positively with employees at all levels in the organization
- Impeccable attention to detail
- Some experience with HRIS such as ADP or PeopleSoft is preferred.
- Excellent computer skills including but not limited to Excel, Word, and PowerPoint
- Experience with conducting workplace investigations
- Knowledge and understanding of employment laws and regulations (e.g. FMLA, WPFL, Affirmative action, ADA))
- Knowledge of benefit programs (Medical, 401k, etc.)
- Knowledge and experience with interviewing and employment practices
- Ability to make sound hiring decisions for a dynamic work environment
- Experience with writing reports, business correspondence and policies/procedures

To apply, send cover letter and resume to:
careers@gaylordchem.com

- *Gaylord Chemical is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex,*



sexual orientation, gender identity, age, pregnancy, genetic conditions, status as a protected veteran, or status as a qualified individual with a disability.