



2400 Yoder Drive
Erie, PA 16506
Phone: [814] 833-7615

Accudyn Products, Inc. has an AMAZING culture where TEAMWORK comes together, we're seeking a **Human Resource Generalist** to perform daily HR functions, administrative tasks, and services to support effective and efficient operations of the organizations Human Resources department. This strategic role will interact between departments, employees, and staffing agencies, and requires diplomacy, knowledge of labor laws, confidentiality, and endurance.

Essential Duties and Responsibilities

Tasks associated with this HR position include but are not limited to the following activities:

- Recruit, Interview, Onboarding of exempt and non-exempt employees.
- Oversees and scheduling of temporary labor & staffing for manufacturing.
- Conducts or acquires background checks and employee eligibility verifications.
- Enrollment and administration of employee benefits including medical deductible reimbursements.
- Assists with managing and administering unemployment compensation claims, FMLA, short- & long-term disability, and other approved leaves of employment
- Performs routine tasks required to administer and execute human resource programs including but not limited to performance review schedules, compensation; disciplinary matters; disputes and investigations; recognition and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the HR manager.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; follows all company policies and practices to maintain compliance.
- Coordinate company-wide meeting and other HR initiatives including open enrollments.
- Advise HR manager and management of any general concerns.
- Train backup support staff as needed
- Maintain co-employee, hourly and salary files
- Approve weekly payroll hours for both hourly and co-employees
- Process payroll time and attendance hours and submit to manager for approval
- Coordinate and organize all benevolence activities and giveaways
- Submit quarterly bonus calculations for Hourly employees to HR manager for review

Supervisory Responsibilities

- May require oversight of personnel, and various functions that result in delegation of actions to other company departments or dependencies.



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Competencies

- Capable of generating summary reports to upper management with analysis to support the statement or decision-making tasks.
- Maintain excellent documentation for personnel and legal matters

Qualifications

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

- Bachelor's degree in human resources, business management, or related field from an accredited college or university preferred; or five or more years related experience; or equivalent combination of education and experience

Language Skills

- Bilingual speaking a plus but not required
- Ability to read and interpret documents
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups including management
- Ability to communicate in clear and concise manners

Mathematical Skills

- Basic math skills required
- Ability to calculate figures and amounts such as percentages, proportions, bonuses, etc.

Reasoning Ability

- Ability to solve practical problems that arise on the job using various skill sets
- Ability to approach a problem from various ways to find the solution or answer
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

Computer Skills

- Proficiency in the following software is required:
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Project)
- Kronos time & attendance software, performance HRIS system
- IQMS experience not required



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Certificates, Licenses, Registrations:

- SHRM or HRIS Certification a plus but not required

Other Skills and Abilities

- Ability to motivate oneself.
- Employee should be goal oriented.
- Performs functional responsibilities with little to no supervision.
- Excellent interpersonal, communication and organizational skills are required.
- May be required to work after normal business hours and weekends to support employee/business needs and special events.
- Team player

Other Qualifications

- Excellent communication skills. Ability to communicate with coworkers and management both verbally and in writing.
- Integrity must be above reproach. No gifts are to be accepted without the approval of upper management
- Confidentiality is a must due to access to employee information
- Must understand and promote within the company all company positions & directives that may arise

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 accommodations 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 talk and hear. The employee is frequently required to sit. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 40 pounds.

Work Environment

- Office and manufacturing environment
- The noise level in the work environment is usually quiet in the offices.
- May be required at times to work in manufacturing plant where noise levels are higher.
- Protective eye wear is necessary in designated areas.
- Closed toed footwear in plant is required.

Accudyn Products is an equal opportunity employer.

Accudyn Products, Inc. Offers a Competitive Salary, Bonuses, Medical, Dental, Vision, 401K W/Match, Short-Term Disability, Long-Term Disability, Life, Employee



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Assistance Program, Paid Time Off, Holiday, Training, Friendly Atmosphere,
Teamwork, and an Amazing Culture.

Send resume to Jobs@accudyn.com

For questions contact HR @ 814-833-7615 x 222.

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