

Human Resources Generalist-Midwest Metal Products, Cedar Rapids, IA

Date posted: 9-20-22

Desired qualifications:

- Bachelor's degree in business or a related field, such as Human Resources or Administration
- A certification, either a PHR or SHRM certification as a Human Resources Professional
- 2-4 years of experience in the Human Resources Field

Description: Plan, direct and coordinate Human Resources activities for a manufacturing organization.

- Serve as a link between management and employees by handling questions, interpreting policies, and helping resolve work-related problems
- Advise management on organizational matters, such as Equal Employment Opportunity, harassment, and recommend needed changes
- Affirmative Action planning & reporting
- Perform difficult staffing duties, such as dealing with disputes, firing employees, and administering disciplinary procedures
- Represent the organization in personnel-related hearings and investigations
- Manage benefits for employees and the organization
- Safety Director of the organization, reviewing and changing safety policies and programs, and ensuring the organization and employees are compliant with OSHA Standards. Conduct onboarding safety training for new hires and plan annual training requirements.
- Participate in the hiring process for both production and office personnel, as well as managing temporary employees and apprenticeship programs
- Knowledge of laws, legal codes, court procedure precedents, government regulations, agency rules and personnel-related policies
- Ability to present programs, benefits, and policies to employees and management
- Manage records for legal documentation, personnel and medical records, benefits, training, compliance, and payroll records
- Track, analyze and present to management statistics for personnel, such as turnover rates, succession planning and personnel training levels
- Participate in implementation, planning, and presentation of the company-sponsored Wellness Program
- Manage work injuries and illnesses, including reporting, investigation and documentation (first report of injury and OSHA Log entry)

- Represent the organization in community activities, promoting the business and recruiting new employees; conduct career-based tours for local schools and businesses
- Participate in and implement charity-based programs within the organization

How to apply:

Please send a resume and cover letter to the attention of Rita Jelinek, Midwest Metal Products, 800 66th Ave SW, Cedar Rapids, IA 52404 or email: rjelinek@mwestmp.com