

HR Generalist



Sales Center: Columbus, GA
Department: Human Resources

Send resume to Tara Renninger at tararenninger@ccbcu.com

Summary Job Statement

Provides HR Generalist support to the HR Director and Employee Relations Managers within the Region and Division. Consults with managers on employee relations issues, including performance management, employee development and conduct, internal investigations, etc., delivering training, providing reports and supporting AA and EEO efforts as needed. Assist with special projects and travels as required (up to 50%) due to business demands. Executes HR plans and programs to ensure most effective utilization of HR in assigned location; interpret company HR policies and procedures, law and regulations. Assists in Recruitment and other duties assigned.

Responsibilities

- Assists with Employee Relations issues including employee relations investigations; administering corrective action processes in partnership with the HR Director and/or the Employee Relations Manager; assisting with unemployment claim information and unemployment hearings, assisting with completing employee transactions, and providing guidance and support to local management.
- Assists line mgt. with HRIS program related training and support (CONA), and supports training initiatives and assists L&D in delivering HR training as needed.
- Assists with special projects by clarifying project objectives; setting timetables and schedules; conducting research; developing and organizing information; fulfilling transactions and meeting deadlines. Provides HR relief and HR coverage for Employee Relations Managers' absences due to vacation, or other leaves of absence.
- Identifies breaches of culture/values that impact the work environment; interprets and provides guidance on corporate policy to various levels of management as needed.
- Collaborates with HR Analyst on HR reports, identifies opportunities/trends, and proposes action plans.

Minimum Qualifications/Requirements

- Bachelor's degree (B. A.) from four-year College or university; or 2 to 3 year's related experience and/or training; or equivalent combination of education and experience. PHR preferred but not required.
- Must have a valid driver's license and be in compliance with the United's Fleet Policy, and must be willing to travel extensively throughout the Regions.
- Proficient in Microsoft Office (Excel, Outlook, PowerPoint, and Word)
- SAP experience preferred.
- Must have experience working in a Bargaining Unit (Union) environment.
- Must have excellent oral and written communication skills. Must be highly organized and self-motivated.
- Must be able to multi-task and maintain a high level of confidentiality and professionalism. Ability to collaborate and partner with management.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Additional Comments

Successful candidates with our company must pass a drug screen and background check. (MVR/DOT Physical, if applicable)