



Human Resources Generalist

PROGRESSION OF SUPERVISORS: Human Resources Supervisor, Director of People, Culture and Collaboration, CEO, President, Vice President

JOB SUMMARY: The Human Resource Generalist will perform a wide range of HR responsibilities that result in a high level of employee satisfaction while meeting the organizational and fiduciary objectives & responsibilities of the Company. This position will have both administrative and strategic responsibilities, helping the company to plan and administer important functions, such as employee engagement, training and development, compensation, and benefits. This position also effectively supports/administers the recruiting/hiring/staffing, compliance and performance management functions that result in the continued success of Four Star Greenhouse while supporting Four Star Greenhouse's Mission Statement in all job-related functions.

ESSENTIAL FUNCTIONS:

1. Provide the HR support and resources each individual needs to be a successful employee.
2. Recruit, interview, and facilitate the hiring of qualified job applicants for open positions; collaborate with departmental managers to understand skills and competencies required for openings. Conduct or acquire background checks and employee eligibility verifications.
3. Implement new hire onboarding/orientation to result in new employees gaining a full understanding of the values of Four Star Greenhouse.
4. Continually organize and update hard and soft copies of employee records.
5. Participate in the development of HR objectives and systems, including metrics, queries, and standard reports to support company requirements and improvements.
6. Suggest new procedures and policies to continually improve the efficiency of the HR department and organization as a whole and to improve the employees' experience.
7. Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
8. Perform routine tasks required to administer and execute HR 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.
9. Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; review policies and practices and update as needed to maintain compliance.
10. Assist in developing and executing personnel procedures and policies, providing guidance and interpretation for business operations.



INDIVIDUAL ATTRIBUTE IDEALS:

1. Act with Integrity – doing the right thing with honor, even when no one is looking or the consequences are costly, focused on what’s best for our company, employees and customers.
2. Model Humble Confidence and Courageous Character – maintain a positive attitude with a foundation of humility and empathy while acting with clarity of vision, strength, and confidence.
3. Relate Authentically – connect with others, listen to understand, communicate with unwavering candor, honesty, discretion, and respect for all.
4. Operate Transparently – be proactively open and honest, lead by offering complete visibility into successes, failures and challenges that are encountered each day.
5. Embody Teamwork – embrace and foster a collaborative culture, share ideas, engage in constructive debate, give and expect mutual support, celebrate wins together.
6. Exemplify Accountability – measure myself by the highest standards of integrity, responsibility, and performance, as if I was the Owner of Four Star.
7. Innovate Relentlessly – welcome change, make time to learn, think differently, try out new ideas, take risks, learn from mistakes, simplify complexity, be persistent, find ways to make something better, today!

ESSENTIAL SKILLS:

1. Demonstrate the ability to communicate effectively to all employees, customers, vendors and as a speaker.
2. Demonstrate the ability to earn and maintain the trust of employees.
3. Demonstrate more than a basic knowledge of computers and applications including Word, PowerPoint, Outlook, & Excel. Demonstrate the ability to quickly learn and adapt to new computer systems, company specific computer programs and other new technology.

ESSENTIAL WORK HABITS:

1. Present a consistent level of professionalism when interacting with employees and customers.
2. Set a positive example for employee morale and professionalism.
3. Adjust work schedule as needed to meet deadlines.
4. Demonstrate the ability to establish priorities, work independently, and accomplish objectives with minimal supervision after training.
5. Be a leader within the organization and ensure that the behavior and work ethic that are displayed are contagious and create a positive work environment.
6. Report to work as scheduled, maintaining a level of absences that results in minimal departmental disruption and minimal unfair burden on other employees.
7. Demonstrate the ability to maintain a positive and cooperative attitude with all fellow employees and across all departments. Promote positive morale by working effectively as a team member across departments.
8. Report employee disciplinary issues, as well as any other issues that may have legal implications for the Company to leadership without delay.



1. **Business graduate with a focus in HR, or related field, OR are currently pursuing a Business Degree with a focus in HR, or related field or equivalent experience with HR as a career focus.**
2. **Familiarity or education with HR data/analytics preferred.**

PHYSICAL ASPECTS:

1. **Large percentage of time sitting at a desk utilizing a computer and telephone.**
2. **Employee will be exposed to the sun &/or high intensity lights.**
3. **Fair percentage of time standing and walking.**