

## Senior Human Resources Generalist

A rapidly growing international market leader is looking for a seasoned, innovative human resource professional to fill their **Senior Human Resources Generalist** role. This onsite, key position supports and enhances the employee experience by managing key HR programs, ensuring compliance and partnering closely with the HR Manager, employees and leaders across the organization. The position will report directly to the Human Resources Manager.

### Duties and Responsibilities:

- Partner with the HR Manager and serve as a trusted advisor to employees and managers on HR policies, performance and workplace-related matters
- Lead onboarding processes to ensure a smooth and engaging new-hire experience
- Partner with the HR Manager and hiring managers to define role requirements and create and update job descriptions
- Identify training needs and create and coordinate learning opportunities
- Lead or support HR projects, process improvements and organizational initiatives
- Assist employees with benefit questions, life events, and open enrollment
- Maintain and update accurate applicant and employee data in HRIS system and payroll system (ADP)
- Promote a respectful, inclusive and compliant workplace culture
- Streamline HR processes to improve efficiency and employee experience
- Assist in planning company events, recognition programs and culture-building activities
- Other duties as assigned

### Education and Experience

- Bachelor's Degree in Human Resources, Business or a related field or equivalent experience required
- (4-6) years of progressive HR experience
- Strong knowledge of employment laws and HR best practices
- Excellent communication, problem-solving, and interpersonal skills
- Maintains a high level of confidentiality and tact
- Nurtures the organizational culture of Sauer Compressors USA
- Strong analytical skills, proactive problem solving and strong attention to detail
- Proficient with job-related software and Microsoft Office Suite

### Benefits & Compensation:

- Salary commensurate with experience
- Company subsidized Medical, Dental and Vision benefits effective the first of the month following 30 days of employment, 401k with 3% Safe Harbor Match, Performance Bonus, 13 paid vacation days, 5 paid sick days and 12 paid holidays.
- Growth opportunities are available