**Human Resources Generalist**

**Location: Orrville, OH**

**How You Will Make an Impact?**

The Human Resources Generalist will ensure high-quality standards for all human resources activities, initiatives, and tasks within designated areas of responsibility, adhering to all service level agreements established by the HR organization. The Human Resources Generalist manages the people management-related agenda at the internal client. The generalist manages change management projects and manages the HR related internal and external communication.

**The Nuts and Bolts**

* **Act as a single point of the contact for the employees and managers in the business unit**
* **Proactively supports the delivery of HR Processes**
* **Manage complex HR Projects cross-functionally**
* **Build a strong business relationship with the internal client**
* **Successfully administer key components of Morgan’s onboarding process in support of high-volume hiring initiatives, ensuring a fulfilling new hire experience**
* **Respond to questions on administrative HR procedures and practices via multiple channels within our HR Shared Services center (e.g. e-mail, phone, and case management system). Answer HR policy-related questions, provide guidance to both managers and team members, and escalate as appropriate.**
* **Educate team members of resourced available to them and encourage self-service tools such as Dayforce (Morgan’s HRIS) and other systems**
* **Utilize Dayforce to process specific team member-related transactions, in addition to auditing work performed by other members of the team**
* **Schedule and attend job/career fairs**
* **Recruiting support to include sourcing candidates, responding to applicants, prescreening of candidates, resume screening, scheduling interviews, phone interviewing, social media marketing, applicant tracking system management, and community outreach.**
* **Conduct reference and background checks**
* **Create organizational announcements**
* **Other duties as assigned.**

**Required Credentials**

* **Associate’s degree in Business Administration, Human Resources, or related field, or minimum of 10 years related experience**
* **Minimum 4 years of related experience, to include:**
  + **Performance management and employee relations**
  + **Experience supporting employee engagement activities**
  + **Initiating and support workplace investigations, including harassment, safety, and other workplace issues**
  + **Preparing documents for HR-related legal issues**
  + **Experience and ability to use HRIS and ATS platforms**
* **Solid understanding of HR policies and procedures**
* **Strong understanding of succession planning**
* **Must be able and willing to do administrative tasks as needed**
* **Proficiency in Microsoft Office – Outlook, Word, Excel, and PowerPoint**

**Preferred Credentials**

* **Bachelor’s degree in Business Administration, Human Resources, or related field**
* **Prior experience coordinating HR-related programs and activities**
* **Professional in Human Resources (PHR) certification**
* **Society for Human Resources Management (SHRM) or related organizational membership.**

**You Must Be Able to**

* Working in an office environment in a seated position a minimum of eight hours per day is required. Individuals may need to sit or stand as needed. May require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the workday.
* This job operates in a manufacturing plant environment. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

**How We Make an Impact**

Celebrating our 70th year as the largest truck body builder in North America, Morgan Truck Body LLC is proud to produce, deliver, and service quality products. With a foundation built on innovative design and quality construction, Morgan has experienced tremendous growth. In addition to dry freight truck bodies, Morgan specializes in satisfying unique and custom truck body needs, including electric vehicles, mobile service units, and refrigerated products, serving farmers, ranchers, contractors, landscapers, equipment and material haulers, and more!

Our shared values are the foundation upon which Morgan does business:

* Appreciating the **people** who make our success possible.
* Acting with **integrity** in all we do.
* Delivering **results** for our customers.
* Bringing an unbridled **passion** for our products.

**Some of Our Total Rewards**

We offer big company perks with small company culture:

* Comprehensive benefits package including Medical, Dental, Vision, and Life
* 401(k) Savings Plan with Company Match
* Tuition Reimbursement
* Paid holidays and increasing vacation time with years of service
* Generous Footwear, Eyewear, and Safety Equipment Discount Program
* Paid Job and Leadership Development training

Morgan Truck Body LLC is a business unit of the J.B. Poindexter & Co., Inc. family and provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Whether you are just beginning your career or taking the “next step,” please visit our careers page -<https://www.morgancorp.com/about/careers>.

#LI-JK1

Link to Apply

<https://careers.jbpoindexter.com/us/en/job/MTBLUS8936EXTERNALENUS/HR-Generalist-Shared-Services>

**Internal Use Only:**

**Postings-**

**Please apply in Dayforce using the Careers tab.**

**Per our Job Posting Procedure, you may apply for any job opening if you are a full time, active team member, have at least one year of service with the company, have been in your present job for one year or more and possess the education, experience and other requirements of the open position,” as stated in our Salaried Team Member Handbook. Additionally, all Team Members must discuss with their manager prior to applying for a position.**

**Interviewers-**

**KEY COMPETENCIES:**

|  |  |
| --- | --- |
| **Competency Title** | **Competency Definition** |
| **Leadership Competencies** | |
| Communication | Expresses oneself effectively both orally and in written form. Communicate plans and activities in a manner that supports strategies for employee involvement. Actively listens to others. |
| Influencing Others | Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals. |
| Coaching &  Developing Others | Provides feedback and encourages learning by team members; creates growth opportunities for others; transfers knowledge to others and challenges them to develop their own solutions. |
| Creative Problem Solving | Identifies and collects information relevant to the problem. Uses brainstorming techniques to create a variety of choices. Selects the best course of action by identifying all the alternatives and then makes a logical assumption. |
| **Management Competencies** | |
| Interpersonal Skills | Uses Emotional Intelligence to identify, assess, and control the emotions of oneself and of others. Treats others with respect, trust, and dignity. Works well with others by being considerate of the needs and feelings of each individual. Promotes a productive culture by valuing individuals and their contributions. |
| Prioritization | Anticipates problems and mitigates risks. Assesses relative importance of activities and assignments; adjusts priorities when appropriate. |
| Time Management | Provides information on a timely basis and in a usable form to others who need to act on it. Carefully monitors the details and quality of own and others’ work. |
| **Business Acumen Competencies** | |
| Client Focus | Keeps clients up-to-date on the progress of the service they are receiving and changes that affect them. |
| Building Relationships | Connects and build relationships with others inside and outside the organization develops highly effective teams and alliances. |
| Critical Thinking | Able to think analytically and apply a process of problem identification, solution development and implementation. |
| Attention to Detail | Monitors and checks work or information and plans and organizes time and resources efficiently. |
| **Technical Competencies** | |
| Recruitment and Selection | Participates in proactive recruitment activities. Coordinates recruiting resources, internal and external. Develops and manages multiple talent streams for high volume and or critical jobs. |
| Employee Relations | Knowledge of laws, rules, regulations, case law, principles, and practices related to employee conduct, performance, and dispute resolution |
| Performance Management | Knowledge of performance management concepts, principles, and practices related to planning, monitoring, rating, and rewarding employee performance |
| Organizational Understanding | Demonstrate knowledge about the departments sourcing for and about the company. |