



HUMAN RESOURCES AND TRAINING SPECIALIST

OVERARCHING GOALS

- Positively influence the job satisfaction and morale of GenMet colleagues
- Satisfy our Customers / Grow annual sales
- Maximize margin between costs and revenues
- Identify and implement opportunities for Continuous Improvement

These goals are inherent to the satisfactory job performance of all GenMet employees. Goals are to be achieved in a professional manner with the long-term health and growth of the company in mind and maintenance of our Company's reputation throughout every transaction. Your job description articulates how your discipline is expected to achieve these overarching goals.

JOB PERFORMANCE ATTRIBUTES

The need for accuracy and attention to detail is imperative in your position. All transactions should have thorough supporting documentation in the event of an audit or computer system failure.

Many of the attributes of your position require you to deal with private and company "sensitive" information relative to our employees and our corporation. We expect that you will treat all company information in a confidential manner and use appropriate discretion to treat private and sensitive information correctly.

Continuous improvement and learning are key attributes for all positions at GenMet Corp. It is necessary to always seek greater efficiencies in daily work as well as identify permanent corrective action when issues are identified or mistakes are made.

Many attributes of the "Front Office" are shared among our Administrative personnel. The ability to get along with and support the team is essential. Cross training is a necessary and important attribute of our company culture and your position as a member of the team.

Phase One Self Appraisals for salaried staff are required as input to the annual employee performance review process. Prior to your anniversary date you are asked to document your view of your performance during the past year, areas needing improvement, and your goals for the upcoming year. This is a significant portion of the review process and is designed to encourage growth at GenMet. Salary increases are based on performance and take effect on one's anniversary date of hire or the date of submittal of the Phase One Self Appraisal which ever is later.



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Qualifications

Minimum of an Associate's degree in Human Resources, Education, or Communications and three years of corporate experience; or, equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Reporting Relationship

The Human Resources and Training Specialist reports to the Director of Administration however this position works closely with members of Senior Management and Company Owners.

Job Scope

The Human Resources and Training Specialist will provide HR service to all employees including the administration of payroll, benefits, and new employee orientation. Additional responsibilities include, but are not limited to recruitment, policy administration and various other duties, while ensuring regulatory compliance.

The Human Resources and Training Specialist will also contribute to the development of a corporate culture and communications strategy. This position is will execute communications strategies for multiple audiences using a variety of creative solutions. This includes involvement in designing, coordinating, and executing a range of communications programs to support specific initiatives and general growth of the company. Media platforms including brochures, presentations, newsletters, email campaigns, website, and social media, etc. for both external and internal audiences will be used. Communication activities will include: writing, editing, and/or coordinating Presentations, Web site content, Brochures, Advertisement, Social media content, Newsletter articles, Email Campaigns, Internal communications, Speeches, and Events (ie Career Fairs and Manufacturing Day), etc..

Overview of Skill Requirements

- Unquestionable and uncompromising ethics.
- Knowledge of Federal and Wisconsin State employment laws or ability to easily access this information.
- Actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
- Skill in establishing and maintaining effective working relationships.
- Accuracy, thoroughness and monitoring of own work to ensure quality.
- Exceptional organizational and time management skills.
- Ability to manage competing demands and ability to deal with frequent change, delays or unexpected events.
- Excellent communication skills both oral and written (grammar, spelling, punctuation, appropriate tone, clarity, concise and easy to understand, using various communication channels, adapt to different audiences etc.).
- Proficient in Microsoft products including Word, Excel, Powerpoint and Outlook.
- Works independently and in team settings with a positive attitude. Ability to work with different personalities.
- Able to receive and learn from constructive feedback.



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Responsibilities - Human Resources

- Payroll Processing.
- Employee Benefit Enrollment and Maintenance.
- Reconciliation of Benefit Statement, Invoicing, and Census.
- Maintenance of Employee Files.
- Maintain Employee SMART Card Logs.
- Managing the Employee advertising and recruitment process.
- Make presentations and attend Career Fairs for recruitment purposes.
- Manage candidate interview process.
- Manage New Employee Processing and On-Boarding.
- Maintain Employee Activity Calendar.
- Prepare Annual Performance Review Templates and scheduling.
- Maintain OSHA Logs.
- Support Company Safety Committee.
- Processing Workers Compensation Notice of Injury and Claims.
- Vacation Tracking.
- Prepare updates to GenMet Company Policy Handbook as necessary.
- Assist with processing of terminations.
- Assists with various research projects and/or special projects.
- Schedules meetings and interviews as requested by Director of Administration.
- File and maintain documents in appropriate employee files.
- Prepare correspondence as requested.

Responsibilities - Training and Communications

- Deliver initial 90 day training and on-boarding for all new GenMet team members.
- Track and implement Youth Apprenticeship requirements.
- Track internal mentor assignments and meetings in support of employee development.
- Assist in developing and tracking annual goals and career plans for all GenMet team members.
- Develop internal Company communications ie. Newsletter, All Hands meeting and special event presentations, etc...
- Assist in preparing external communications i.e. presentations, newspaper articles, promotional materials, etc...
- Assist in developing internal and external communications programs that create positive recognition of the company's vision, values and business strategies.
- Attend local career fairs, school and community events to promote GenMet and STEM education and careers.
- Ensure communication materials and event displays are up to date and adhere to our Company's culture and messaging standards.
- Develop and maintain good relationships with local news and print journalist.