



HUMAN RESOURCES SPECIALIST

OVERARCHING GOALS

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

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 deal with private and potentially "sensitive" information relative to our employees and our corporation; this also includes customer and supplier specific information. 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 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 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 whichever is later.

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Overview of Skill Requirements

- Unquestionable and uncompromising ethics.
- General knowledge of Federal and Wisconsin State employment laws or ability to easily access this information.
- Basic math skills required for HR functions.
- Strong data entry skills with emphasis on detail accuracy.
- Skill in both verbal and written communication.
- Proficient in Microsoft products including Word, Excel, Powerpoint, and Outlook.
- Ability to identify ways to automate processes and eliminate waste.
- Skill in establishing and maintaining effective working relationships.
- Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.

Qualifications

Associate's degree in Human Resources AND one year of general HR experience; OR, THREE years of general HR experience; OR, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Reporting Relationship

The Human Resources Specialist reports to the President however this position works closely with all members of Senior Management.

Job Scope

The Human Resources 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. Occasionally the Specialist will also support other administrative functions.

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Human Resources

- Payroll Processing.
- Employee Benefit Enrollment.
- Reconciliation of Benefit Statement and Invoicing.
- Maintenance of Employee Files.
- New Employee Processing.
- Employee Activity Calendar.
- Annual Performance Review Template preparation and scheduling.
- OSHA Log maintenance.
- Processing Workers Compensation Claims.
- Vacation Tracking.
- Managing the Employee advertising and recruitment process.
- Performs payroll/benefit-related reconciliations to General Ledger and other accounts.
- Updates HR spreadsheet with employee change requests and processes paperwork.
- Assists with processing of terminations.
- Assists with the preparation of the performance review forms.
- Assists with various research projects and/or special projects.
- Assists with recruitment and interview process.
- Schedules meetings and interviews.
- Files papers and documents into appropriate employee files.
- Assists or prepares correspondence as requested.

Supporting Duties

- Back-up to receptionist when necessary.
- Clerical duties as required, including the maintenance of files and records.
- Support other GenMet areas when additional resources are needed.