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Human Resource Generalist-Full Time- RSCNYC4088

Industry

Human Resources

Description

Reliable Staffing New York is seeking a Human Resource Generalist. Please review below: Ability to develop, lead and administer Work System Enhancement Programs around employee certification and skills enhancement. Development of an employee-oriented company culture that emphasizes safety, quality, throughput, continuous improvement and high performance. Support the facilities safety goals by reviewing our safety policies and practices, workers compensation cases, and substance abuse testing and administration to ensure consistency and compliance with corporate and legal requirements. Drives strategic and tactical planning in organizational development, culture, capability development and performance management.

Job Location

501 Fifth Avenue, 3rd Floor, 10017, New York City, New York, United States

Date posted

November 1, 2023

Base Salary

\$ 65,301 - \$ 89,995

Employment Type

Full-time

Hiring organization

Reliable Staffing Corporation

Contacts

RSCNYC4088

Qualifications

Recruit, onboard, train and retain highly skilled, qualified, and productive employees who meet these criteria and who are able to carry out the company vision and facility objectives. Support the facilities SQF 2000 goals by enforcement of GMP, safety policies and practices, substance abuse policy, and all other policies and/or procedures within the facility. Maintain and train on the Manual for Emergency Planning with the assistance of Corporate and facility EHS. Develop, improve and administer comprehensive training programs to accomplish facility objectives. Assist in development and measurement of metrics to improve productivity and profitability. Assist with the development and administration of programs, procedures and guidelines to help align the workforce with the strategic goals of the company. Act as Facility EEO Officer responsible for drafting and managing the Affirmative Action Plan, conducting bi-annual reviews of the EEO policy with all team members, investigating and responding to all suspected violations of the EEO policy, and supporting the company's diversity initiative. Responsible for managing the headcount for the facility,

reducing costs associated with training and staffing, and act as a champion for the gain sharing program. Manage employment and compliance regulatory concerns. Administer employee wellness and health initiatives. Develop and administer performance management and improvement systems. Lead the labor relations efforts within the facility, to include grievance handling, contract negotiations and contract administration. All other duties as assigned.

Apply Now

REGISTER AND SUBMIT YOUR APPLICATION