

**SPECIFICATION RUBBER PRODUCTS**  
**General Job Description**



**Specification Rubber Products, Inc.**

**Title:** Human Resource Generalist

**Position Level:** 6

**Reports To:** HR/Safety Manager

**General Job Qualifications:**

Bachelor's degree in human resources, Business Administration, or related field required.

Minimum of 5 years' manufacturing experience in a human resource support role. Through training or experience, this position requires a working knowledge of all applicable state and federal employment regulations.

Must have excellent organizational skills, attention to detail and accuracy, and ability to handle multiple assignments. Strong interpersonal skills, self-motivation with a positive attitude, and ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy are essential for this position. Must be proficient in relevant computer applications (MS Office - Excel, Word, and PowerPoint). Also requires prompt, regular attendance at the office, ability to work overtime if necessary, and ability to travel if needed.

**Essential Functions:**

- Perform administrative tasks and services to support the Spec Rubber HR department's effective and efficient day to day operations.
- Assist with the new hire on-boarding process, including but not limited to conducting wage new hire orientation, collecting required employment information such as reference verifications and background checks, I-9 forms, etc. and review for accuracy and completeness.
- Maintain required employee files, records, and documentation to provide quick access to relevant information.
- Assist the HR Manager in creating/updating policies, processes, and documents.

**Specific Position Objectives:**

- Coordinate and help maintain compliance activities with all applicable state and federal laws such as FLSA, FMLA, ADA, OSHA, COBRA, etc.
- Provide answers to frequently asked questions from applicants and teammates relative to company policies, benefits, hiring processes. Refer more complex issues to the HR Manager or another appropriate Manager.
- Schedule, coordinate, and conduct preliminary employment interviews.
- Maintain appropriate logs of applicant flow and hiring activities to assure compliance with the Affirmative Action Plan.
- Track all Leaves of Absence and maintain records.

**Specific Position Objectives (continued):**

- Assist with planning and executing special events such as open enrollment, company-wide meetings, special events (Barracuda Day/Breast Cancer Awareness Day), and community events/charitable drives (United Way, Safehouse, Shelby Emergency Assistance, Shelby Cancer Center) retirement celebrations, etc.
- Point person for workforce development and Ready-to-Work programs, to include representing SRP at meetings and various career fairs and functions.
- Adhere to all Spec Rubber policies and procedures.
- Maintain employee training records and certifications, to include the Active Learning Center (ALC) web-based training.
- Provide recommendations, input, and/or resources for training at all levels.
- Proactively listen to employee complaints and concerns to address concerns before they become problems.
- Review and track Short-Term and Long-Term disability requests and provide management updates as to status.
- Assist HR Manager in overseeing employee wellness efforts.
- Assist SRP personnel with all HR, insurance, 401(k), pension, etc. issues,
- Coordinate and conduct training for employees on topics such as harassment, discrimination, and other employment - related issues as applicable.
- Stay current on applicable federal, state, and local laws covering topics relevant to area of responsibility.
- Perform other functions as needed or required.

*Specification Rubber Products is an Equal Opportunity Employer committed to providing equal employment opportunity in all employment practices. Specification Rubber Products will not discriminate against any applicant for employment because of their race, color, religion, sex, national origin, age, disability, veteran or service member status, marital status, or any other category protected by federal, state, or local law.*