

**D.A. Inc.**

**Our Mission:** To be recognized in the plastics industry as "The Custom Injection Molder" while acquiring the trust of the customers and contributing to society.

**Position Job Description**

**Position Title:** Human Resources Generalist  
**Department:** HR/Accounting  
**Reports To:** Manager HR & General Affairs (Corporate – Charlestown, IN)  
**FLSA Type:** Exempt

*The statements included in this Position Description reflect, in general, the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

**COMPANY CONFORMANCE STATEMENTS**

In the performance of their respective tasks and duties all associates are expected to conform to the following:

- Adhere to all environmental and safety policies/procedures and immediately report any violations. Perform all work with the mindset of safety first.
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other associates, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communication and coordinating work efforts with other associates and organizations.

**1. GENERAL FUNCTION**

Administer policies related to all phases of human resources activities by performing job requirements listed. Must also be willing to assist in and learn about other departments. Requires a mature individual capable of handling Employee situations in a sometimes-stressful environment. D.A.'s Employees are our greatest asset.

**2. JOB REQUIREMENTS**

***Responsible for assisting with, and coordination of, the following:***

- A. Compliance with local, state, & Fed. Laws & Regulations (e.g., FMLA, FSLA, EEOC, etc.); Assist in preparing and maintaining proper documentation related to compliance matters
- B. Company benefits education and communication: Support open enrollment, questions & issues related to benefits, communicate, implement, and maintain benefits
- C. Employee Relations: Assist in ensuring superior employee relations at all levels of the organization. Maintain open and effective communication; coordinate investigations
- D. Safety Program and Workman's Compensation; Ensure all OSHA standards are maintained; lead site safety investigations with appropriate support, ensure all incidents are reported timely; assist in OSHA reporting

- E. Performance evaluation system: Administer the performance evaluation system; train employees to use the system effectively
- F. Employee Onboarding Program
- G. Employee recruitment process: assist and advise hiring managers with the recruitment process, process applications, work with hiring agencies as needed
- H. Training Program; maintain and improve new hire training forms and packets for new hires; maintain HR trainings relating to procedures per quality regulations
- I. Complete weekly payroll process in accurate and confidential manner. Maintain employee personal data, benefits data, payroll tax forms, attendance records, etc.
- J. Seek out and suggest areas of improvements/cost savings/employee enhancement
- K. Other duties as assigned

### 3. Qualifications

*\*Essential\**

- A. Must be bilingual (Spanish)
- B. Minimum of 2 years of experience in Human Resources
- C. Bachelor's degree in Human Resources or related field, work experience may be considered where degree is not held
- D. Ability to handle confidential information is a critical expectation
- E. Outstanding written and oral communication skills
- F. MS Office (Word, Excel, PowerPoint)
- G. Great organization skills with attention to detail.

### 4. Principal Activities

- A. Periodic travel may be required
- B. Sedentary work: Exerting up to 10 pounds of force occasionally to move objects
- C. Standing
- D. Walking
- E. Talking
- F. Hearing
- G. Repetitive Motion
- H. Close visual acuity to perform activities especially viewing a computer

### 5. TRAINING REQUIREMENTS

*Training will be provided on D.A. specific systems*

Associate Signature\_\_\_\_\_

Date\_\_\_\_\_

Human Resources Signature\_\_\_\_\_

Date\_\_\_\_\_