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**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**Human Resources Generalist – Exempt**

**Reports to:** **Human Resources Manager/Director**

**Job Summary:**

The Human Resources Generalist is responsible for providing support in the areas of career development, performance management, training, recruiting, and retention for employees.

**Job Functions:**

* Partners with managers on performance management issues, including corrective action and documentation, employee coaching and counseling, performance appraisals, goal setting, terminations and employee development.
* Manages staffing including headcount management, promotions, demotions, transfers, recruiting, interviews, background checks, screening, and onboarding.
* Provides guidance on policies and procedures including consultation regarding wage, hour and compliance issues. Interprets and implements policy and procedures for the business.
* Provides training on human resource and management topics including leadership, sexual harassment, compliance, interviewing, and benefits.
* Provides coaching and counseling to employees including career development, performance goals and objectives.
* Assist with HR functions such as payroll and benefits.
* Provides a high level of service to all customers.
* Performs other duties as assigned.

**Skills Needed:**

* Proven knowledge of a broad range of HR functions (training and development, employee relations, staffing, performance management, organizational design)
* Knowledge and understanding of Federal, State and Local legislation regarding personnel and labor laws
* Excellent verbal, written and listening skills
* Strong ability to interface with all levels of the organization
* Adaptable, resourceful and able to work in fast moving environment
* Ability to work collaboratively as well as independently
* Organized, process driven, and strong bias for action
* Proficient with MS Office Products: Word, Excel, PowerPoint, and Outlook
* Proficient with communication platforms such as Microsoft Teams, Zoom, etc.
* Must maintain confidentiality, discretion, and integrity

**Education Required:**

* Bachelor’s degree required in Human Resources, management or related field.
* SPHR or SHRM-SCP certification a plus.

**Other:**

* Interacts with and may receive direction from other senior managers and line clients
* Travel possible
* Position is eligible for a hybrid remote/in-person work arrangement.

**EEO Statement:**

**PTDA Bearings & Power Transmission, Inc**.provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristic protected by federal, state or local laws.