

Job Title: Human Resources Generalist

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The **Texarkana Mill** has an open for a **Human Resources Generalist**. The mill has over 800 employees with the vast majority represented by either USW or IBEW unions. The Human Resources Generalist's role is an exciting opportunity for someone who desires to be a change leader impacting the results for the large business units which they support. The successful incumbent should be willing and capable of advancing to Human Resources leadership positions. Key responsibilities include:

- **Business Partner:** Act with line management in instituting work system improvements which positively impact business profitability and raise employee engagement.
- Promote and participate in the planning and implementation of strategies which drive engagement and inclusion
- **Leadership Development and Diversity:** educate, coach and counsel members of the organization regarding the performance management (My- Roadmap) process. Coach and counsel on job performance, employee development and diversity related issues
- **Non-Traditional Work Systems:** provide organizational development expertise for the development of non-traditional work teams/work systems and focus on a reliability culture
- **Labor Relations:** represent management in contract administration, interpretation, and negotiation support of collective bargaining agreement
- Educate and coach line management on company policies work rules, as well as applicable federal and state regulations, to ensure fair and consistent delivery of human resources products and services and compliance with local labor agreements
- Research and introduce human resources best practice concepts to ensure that the organization is utilizing leading edge human resources technology and proactively considering new strategies
- **Recruitment and staffing of hourly and salaried employees utilizing Pre-Employment training and College Recruiting**
- Serve as champion for the change process (IPCP). Utilize change management processes to help drive continuous improvement

Qualifications:

- Bachelor's Degree
- 5-7 years HR experience, preferably in a manufacturing environment
- Strong functional/technical skills with an emphasis on labor relations (grievance handling, arbitration)
- Experience in leading organizational change efforts and designing/implementing work systems is highly desirable
- Proficient computer skills, knowledge of SAP and HR/Payroll systems.
- Project management is highly desired

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