

HUMAN RESOURCES GENERALIST

Human Resources Generalist are responsible for the main HR duties including recruitment, development, and employment of staff for companies.

WHAT RESPONSIBILITIES WILL I HAVE?

- Responsible for recruiting and staffing logistics as well as organizational and space planning
- Coordinates performance management and improvement systems
- Manages organization development while also maintaining employment and compliance to regulatory concerns and reporting
- Liaise with both human resources managers and line managers to undertake or assist with specific initiatives, projects and assignments
- Focus on employee orientation, development, and training
- Implement company policies regarding new hires, domestic and international transfers, and terminations, including but not limited to, compensation, benefits, administration of the company's relocation policy, release payments, etc.
- Administers random drug screen program and other drug screens when necessary
- Develops policy and documentation and maintains employee relations
- Administrate compensation and benefits throughout the company and maintains employee safety, welfare, wellness and health, while focusing on employee services and counseling
- Support annual bonuses calculation and payments
- Work with HR metrics, analyze and investigate causes & trends
- Coordinate internship and trainee programs
- Attend community, state and school related career fairs to recruit potential candidates for the company
- Recommend new approaches, policies, and procedures to promote continual improvements in efficiency of department and services performed
- Develop, post, and manage company job postings



WHAT EDUCATION & TRAINING IS REQUIRED?

Bachelors degree in human resources or agricultural business

THE FOLLOWING HIGH SCHOOL COURSES ARE RECOMMENDED...

Agricultural education, mathematics, business and computer courses, accounting

TYPICAL EMPLOYERS

Food production companies, equipment sales companies, chemical companies, co-ops, seed production companies, retail businesses, animal health companies, and financial services companies

FUTURE JOB MARKET/OUTLOOK



SUGGESTED PROFESSIONAL ORGANIZATIONS & ASSOCIATIONS

- Society for Human Resource Management
- National Human Resources Association

AVERAGE ANNUAL FULL-TIME SALARY

\$55,000