

JOB NUMBER: WDC-19-12

JOB TITLE: Human Resources Generalist

Supervisor: Vice President of Human Resources & Administration

Status: Full Time

Location: Grand Rapids, MI

Waséyabek Development Company, LLC (WDC) is a legal entity, created and wholly owned by the Nottawaseppi Huron Band of the Potawatomi (NHBP), a Federally recognized Indian Tribe. WDC is committed to fostering the development of a stable, diversified economy for members of the Band which will contribute to their long-term wealth and economic self-sufficiency while managing risk and creating quality employment opportunities. WDC is the holding company of an investment portfolio consisting of commercial real estate, Federal operating companies, and Commercial operating companies.

POSITION SUMMARY

The Human Resources Generalist is responsible for performing Human Resource-related duties on a professional level and works closely with Vice President of Human Resources & Administration in supporting designated geographic regions. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, safety compliance, performance management, onboarding, policy implementation, recruitment/employment, affirmative action and employment law compliance.

ESSENTIAL FUNCTIONS

- Administers various human resource plans and procedures for all organizations and personnel
- Maintains human resource information system (HRIS) records and compiles reports from the database including and auditing for accuracy and compliance
- Schedule, and facilitate smooth new hire onboarding process, coordinating with cross-functional departments to deliver an exceptional first-day experience
- Provide an effective and dedicated Human Resources advisory service to employees in relation to absence and health issues, conduct and capability, grievance matters, organizational change, and all other employee-relations matters
- Assist in the communication, interpretation, and upkeep of employee handbook, employee directory, and organizational chart, and contributes to the development of policies
- Participates in developing department goals, objectives and systems
- Assist with review of compensation program; monitors the performance evaluation program and revises as necessary
- Performs benefits administration, including claims resolution, change reporting, reviewing invoices for payment and communicating benefits information to employees
- Maintains affirmative action program; files EEO-1 report annually; and maintains other records, reports and logs to conform to compliance and regulations

- Facilitates the implementation of safety program including participation on safety committee, conducting audits and recommending improvements to current processes
- Ability to maintain training records for facility and drive OSHA compliance
- Oversee and provide employee training and development initiatives, ability work with leadership to structure or put structure in places where it is lacking or where more structure is needed
- Responsible for investigation and administration of workers compensation, and management of claims processes and compliance
- Ability to write position descriptions for both commercial and federal sectors
- Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees
- Participates in administrative staff meetings and attends other meetings and seminars
- Provides effective guidance and coaching to managers/supervisors, relating to employee concerns, problems, and disciplinary action to comply with company policies
- Serves as contact with temporary labor agencies to schedule workers to meet daily production staffing requirements and to process pay records
- Recommends new approaches, policies and procedures to continually improve efficiency of the Human Resources department and services performed
- Maintains compliance with federal, state and local employment and benefits laws and regulations ensures multiple locations are in full compliance

MINIMUM QUALIFICATIONS

- A bachelor's degree in Human Resources or related field required
- Minimum of five (5) years of hands on Human Resources Generalist experience required
- Strong recruiting skills required
- Government Contract experience a plus
- Service Contract Act (SCA) experience a plus
- Train the Trainer experience is a plus
- Excellent communication skills, interpersonal skills, ethics, and cultural awareness
- Strong detail-oriented and resourceful mindset
- Resourceful, problem-solving aptitude and thorough knowledge of Human Resources procedures and policies
- Advanced knowledge of MS Office, HRIS systems, and comfortable learning new technical systems as needed
- Knowledge of Deltek a plus
- Knowledge of ADP a plus
- Working knowledge of HR federal laws and regulations
- Must be able to work with the collaborative culture that exists at WDC
- SHRM Certified Professional (SHRM-SCP) or SHRM Senior Certified Professional (SHRM-CP) credential preferred
- Willingness to travel to various meetings and sites in the Grand Rapids metro area

- Limited domestic and overnight trips will occur as needed.
- Ability to pass an extensive background investigation, including but not limited to personal and professional financial history, nationwide criminal record search, credit check and other relevant background information deemed necessary by WDC
- Ability to pass a pre-employment drug screen

COMMUNICATION

- Effectively and regularly communicate with the Vice President of Human Resources & Administration, COO, CEO and staff members
- Maintain comprehensive, current knowledge of applicable laws and regulations Tribal, State and Federal
- Awareness of trends and advances in governmental sectors, business areas and economic market in both the short and long term
- Support WDC's values, principles, vision, mission
- Attend workshops and training sessions as appropriate

STRATEGIC PLANNING

- Work with the Vice President of Human Resources & Administration, CEO and COO to contribute to WDC's Strategic Plan, including human capital needs and administrative policies needed to support the Strategic Plan and operations
- Contribute to the company's vision and mission

LEADERSHIP

- Foster a company culture that promotes ethical practices and social responsibility; encourages individual integrity and maintains a positive and ethical work climate that is conducive to attracting, retaining and motivating top-quality employees at all levels

PHYSICAL REQUIREMENTS

Ability to focus on computer screens for extensive periods of time. The employee is occasionally required to stand and reach. The employee may occasionally lift and/or move up to 25 pounds

WORK ENVIRONMENT

Normal office environment

TRAVEL

This position will require regular travel to multiple office locations in Michigan. Out of state travel may occur (15%).

POSITION TYPE

This is a full time exempt position

RELOCATION

Relocation expenses are not provided

HIRING PREFERENCE

Native American & Veteran Hiring Preferences will be applied in accordance with WDC policy

Waséyabek Development Company is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity Employer making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.

Qualified Candidates please send resume to hr@waseyabek.com or apply on-line @ www.waseyabek.com/careers