



<b>Job Title:</b>	HR Generalist	<b>Exemption Status:</b>	Exempt/Salary
<b>Department:</b>	Human Resources	<b>Position Level:</b>	Professional
<b>Reports To:</b>	Senior HR Manager	<b>Travel Required:</b>	Minimal – Up to 10%
<b>Position Status:</b>	Full-Time	<b>Location of Job:</b>	Windsor

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### Company Overview

Diesel Forward, Inc. specializes in Service, Remanufacturing, and Distribution of parts and components for diesel-powered vehicles and equipment. Our goals are to provide first-class customer service, grow profits, invest for the future of the business, proactively manage all relationships, and provide an excellent work environment for our employees.

### Job Summary

Position is responsible for supporting and implementing HR practices that support the strategic objectives of the organization. Administers recruitment, retention, employee relations, and onboarding.

### Key Departmental Responsibilities

- Manage the recruitment process, including advertising, interviewing, and selection. Assist hiring managers with creating job descriptions for new positions.
- Ensure the quality of hired personnel, the effectiveness of recruiting and selection techniques, and compliance with legal requirements.
- Complete the on-boarding process for all new hires including partnering with hiring managers to develop job specific onboarding and training plans.
- Manage and implement company's wellness program. Implement innovative approaches to increase employee participation and engagement.
- Coordinate and plan employee events including parties and luncheon meetings.
- Perform audits of HR programs to ensure complete and accurate information/data.
- Provide advice and guidance on the interpretation of company policies and procedures as they relate to individuals and company objectives.
- Partner with the management team to communicate HR policies, procedures and programs to the organization.
- Participate in the employee relations functions, such as dispute resolution, discipline, communications, and reward practices ensuring positive relationships with employees to promote employee satisfaction and company objectives.
- Monitor and advise management in the discipline and performance management systems of the company. Monitor the implementation of on-going performance appraisals and performance improvement processes.
- Act as a guardian and advocate for the company culture to drive employee engagement and performance.
- Perform other related duties and assignments as required.
- Operate in conformance with the requirements of the quality management system.
- Provide feedback on system needs/changes.
- Assists other employees both in and out of the department.

### Performance Factors

All Diesel Forward employees shall exhibit the following:

1. **Attendance and dependability:** The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious, about assignments.
2. **Communication/listening:** The employee communicates effectively and appropriately. Uses good judgment as to what to communicate to whom as well as the best way to get that accomplished. Listens to others and allows them to make their point.
3. **Relationships with others:** The employee works effectively and relates well with others including superiors, coworkers, and individuals inside and outside the company. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.
4. **Safety and security:** The employee actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
5. **Quality and continuous improvement:** The employee promotes organizational effectiveness by anticipating and dealing with problems. Encourages others to suggest improvements to work processes, and persistently focuses on quality, as well as on results. Seeks ways to improve productivity and effectiveness by identifying sources of mistakes and determining or suggesting a course of action to prevent their recurrence.
6. **Teamwork:** The employee is a team player who contributes valuable ideas, opinions and feedback. Communicates openly and honestly and can be counted on to fulfill commitments made to others.

### Skills & Qualifications

Bachelor's degree in Business, Human Resources, Organizational Development or related field. 3-5 years' experience working in a generalist role in an HR department.

Excellent communication and interpersonal skills with a customer service focus. Strong problem solving skills. Ability to work cooperatively with all levels of management and employees to maximize performance, creativity, problem solving and results.

Highly organized, detail oriented, with the ability to multi-task, and possess an upbeat, people friendly personality. Ability to adhere to a high degree of confidentiality. Must possess sensitivity in understanding employee needs while ensuring company policies and procedures are adhered to. Ability to work in a fast-paced environment.

Excellent computer skills in a Microsoft Windows environment and proficiency with Microsoft Office.

### Revision History

Revision Level	Revision Date	Section #(s)	Description of Change
A	7/19/02	--	Authored for ISO 9001:2000 compliance.
B	8/15/02	--	Revised Requirements, Equipment used.
C	3/3/04	--	Revised Primary Duties and Responsibilities.
D	8/15/05	--	Revised Primary Duties and Responsibilities.
E	4/14/08	--	Revised Primary Duties and Responsibilities.

F	4/27/10	--	Revised Primary Duties, Responsibilities, Reporting Relationship.
G	7/22/11	--	Revised Primary Duties, Responsibilities.
H	8/14/13	--	Revised Exemption Status, Primary Duties & Responsibilities.
I	1/7/14	--	Revised Primary Duties & Responsibilities.
J	2/20/2015	All	Update Template
K	7/22/2019		Updated responsibilities and reporting relationship.