

**Job Title: HR Generalist****Position Purpose**

The Human Resources Generalist is responsible for performing HR-related duties on a professional level in the following HR functional areas among others; Planning for the company's headcount needs, recruiting, onboarding, employee relationship, company policy development and implementation, training, and employment law compliance filing. The ideal candidate is an independent, action-oriented individual comfortable working in a multicultural team environment, with sincerity and integrity, and capable of possessing confidential information about our business and employees. Effective, proactive and customer service-oriented mentality, willing to be a change agent.

The position will assist in some office administrative duties when needed.

**Essential Duties and Responsibilities**

- Develops and builds hiring processes for all exempt and nonexempt personnel, interns and temporary employees. Leads sourcing and recruiting initiatives to leverage networking and employee referrals. Extends job offers.
- Manage the company's onboarding process for all new employees.
- Assists managers and staff with employee relations matters, coordinate employee information, understanding employee issues and providing an entry point to Senior Management for issue resolution.
- Ensure job descriptions are kept current and updated as necessary.
- Handles employee relations counseling, outplacement counseling and exit interviewing.
- Responsible for maintenance of all human resource records / files and compliance thereof.
- Review and assist in updating employee handbook annually as needed.
- Develop appropriate policies and programs for effective management of the people resources of the organization. Included in this area but not limited only to the following would be programs for employee relations, sexual harassment/discrimination, employee complaints, career development and leadership.
- Administers various human resource plans and procedures for all company personnel; assists in the development and implementation of employee handbook and personnel policies and procedures, in conjunction with senior management.
- Coordinate with H.O. Human Resources department for employees training and relevant initiatives.
- Maintains company organization charts and the employee directory.
- Handles all relevant employment compliance reporting.
- Might act as a payroll processor backup.
- Act as a backup for the Administration Assistant for office administrative duties when needed.

### **Knowledge and Abilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill, and ability required. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to be present in the office and travel.
- Ability to pass a background check and drug screening test.

### **Education**

- Bachelor degree in relevant studies.
- 4+ years' experience in general HR duties and supporting Executives and Senior management.

### **Qualifications & Work Experience**

- Highly skilled in communication, both written and verbal.
- Analytical skills.
- Planning and execution skills
- Ability to work strategically and collaboratively across and up and down the organization.
- Methodical skills to facilitate processes and assessment skills.
- Experience in an HR role with Project Manager experience is a plus.

### **Physical Demands**

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of his/her job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to work long hours on-site during shows.
- Ability to sit, stand, walk up and down stairs, crouch, stoop, and reach.
- Ability to lift up to 25 lbs.

### **Work Environment**

The work environment characteristics listed here are representative of those an employee encounters while performing the essential functions of the job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Basic office environment
- Basic trade show environment

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Messe Frankfurt, Inc. reserves the right to modify this job description at any time.