

Bi-Lingual Human Resources Generalist - Plant

Location: Hicksville, NY

Kozy Shack Enterprises, a leading dairy dessert manufacturer and distributor located in Hicksville, NY has an excellent opportunity for a Bi-Lingual Human Resource Generalist.

Provide overall human resources and safety management to plant management team and associates, coordinating with corporate Human Resources Department. Functions include recruitment, employee relations, supervisor support and coaching, training, policy and program development and implementation, investigation, benefit administration, safety program management, wage and payroll administration, coordination of company events, and personnel records management.

Essential Duties & Responsibilities:

- Advise and make recommendations to plant management on all areas of human resources.
- Coordinate performance management program by ensuring performance expectations are being set and policy guidelines are being met, conducted effectively and timely.
- Facilitate effective and timely communication between all levels of employees
- Assist in processing of payroll and employee benefits
- Conduct company-sponsored training workshops for managers
- Assist in investigating and responding to employee complaints and EEOC charges
- Interact and resolve employee issues and conflicts
- Implement and apply company policies and procedures
- Monitor plant environment and notify plant management of issues/concerns
- File and monitor worker's comp claims.
- Serve as a source to plant employees for answering general benefit questions. Assist with open enrollment process.
- Track compliance of new hire/pay rates; apply employee merit increase guidelines.
- Other duties as assigned.

Education & Experience:

- Bachelor's Degree in Human Resources or related field
- **Spanish speaking a must**
- Minimum 5 years of previous hands-on HR generalist experience required. (This includes recruitment (direct hire and temps), benefits administration, payroll administration, employee/labor relations and safety/worker's compensation preferably within a **warehouse/production or manufacturing environment**)
- Ability to work a flexible schedule including 3 – 4 hours 1-2 nights/early mornings per week required.
- ADP Payroll processing experience necessary

Requirements/Skills:

- Excellent verbal/written communications and interpersonal skills
- Strong PC skills (Word, Excel, Powerpoint)

Kozy Shack Enterprises offers the opportunity to join a team of strategic thinkers to continue a challenging working environment, business casual dress code and a compensation package that includes a competitive salary, flexible benefits program, tuition assistance, and generous 401(k) plan.

Interested qualified candidates send resume with salary requirements to be considered to Kozy Shack Enterprises, Inc., Human Resources Department, 83 Ludy Street, Hicksville, NY 11802, e-mail to careers@kozyshack.com, or fax to (516) 870-3097.

KSE is an EOE.