



The FISCHER Spindle Group AG

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## Human Resource Generalist

FISCHER USA is seeking an HR Generalist to join their growing company. This organization promotes opportunities for personal growth and supports employees' development.

As the HR Generalist, you will be involved in a broad range of HR responsibilities, from recruiting and onboarding, to employee relations and benefits. You'll work with employees at all levels and with the leadership team. You'll have the opportunity to apply your high energy and enthusiasm for the HR profession and make a difference in the lives of employees, while at the same time helping the organization reach company goals.

### Responsibilities and Job Functions

- Provide a broad range of human resources services, including talent acquisition, staffing, compensation, benefits, training and development, employee relations and retention, compliance, and reporting.
- Develop and implement strategic initiatives for recruiting a diverse talent pool for multiple departments within the organization.
- Conduct recruitment efforts and lead employee orientations.
- Administer leave programs, including FMLA, WC, STD & LTD.
- Provide support to employees on basic employee relations questions and inquiries regarding policies, procedures, and programs.
- Manage and resolve complex employee relations issues by conducting effective, thorough, and objective investigations.
- Consult with management, providing HR guidance as needed.
- Performs benefits administration (Medical/Dental enrollments and changes, FMLA tracking and reporting, Workers' Compensation, etc.)
- Collaborate with colleagues to develop departmental goals, objectives, and systems.

### Qualifications

- BS Degree in Human Resources, Business, Communications, or related field. HR Certifications are a plus.
- 3-5+ years of related work experience.
- Working knowledge of multiple HR disciplines. (recruiting, benefits, compensation, employee relations, performance management, federal and state employment laws)
- Excellent organizational, problem solving, and troubleshooting skills, and ability to balance and complete multiple deadlines and conflicting priorities.
- Exceptional interpersonal communication skills with the ability to communicate among multiple functions and levels within the organization.
- Strong collaboration skills with the ability to work well in cross-functional teams.
- Strong MS Office skills, including Excel, Word and Power Point. Experience with an integrated HR Software system such as ADP or KRONOS a definite plus.

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