

MENOMINEE TRIBAL ENTERPRISES



GENERAL OFFICE & FORESTRY CENTER: P.O. BOX 10 • NEOPIT, WI 54150
PHONE 715/756-2311 • LBR. SALES: 715/756-2287 • FAX: 715/756-2386



2ND POSTING

OPEN TO THE GENERAL PUBLIC

NOTE: Selection process is in accordance with Chapter 170, as amended.

Post Closes: August 22, 2018

Job Title: Human Resource Generalist

Status: Regular Full Time

Supervisor: Human Resource Director

Rate: BOE

SCOPE OF WORK:

This position is responsible for coordinating employment activities and ensuring compliance with labor laws and regulations. Responsible for the training of existing and newly hired employees, and for the recruiting, coordinating, and conducting events to find qualified personnel for job positions as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Must have the Knowledge, Skills, and Ability to perform the following:

1. Familiar with HR functions that pertain to policies and procedures of MTE.
2. Great Plains software for entering and monitoring employee status and changes.
3. Administer benefit and performance programs to meet employee and company needs.
4. Processing of Workman's Compensation forms, requests, status, and follow-up.
5. General office duties and HR forms for processing employment data.
6. Complete Motor Vehicle Reports and maintain the company approved drivers' list.
7. Monitor logger's unemployment, W-4 forms, enrollments sheets, and proof of insurance.
8. Receive and act on employee complaints or grievances.
9. Administer employee records, recommending and coordinating employee training.
10. Recruit new employees for skilled positions as needed.
11. Communicate in a professional manner to maintain effective relationships.
12. Issue job postings, track and monitor deadlines, assist in interviewing, and orientation.
13. Actively track, process and maintain employee claims, records, insurance forms and other benefits.
14. Implement a database to track all employee training.
15. Updates on Federal, State, and Local laws/acts that pertain to HR.
16. Implement and administer the Compensation Policy.
17. Assist HR Manager with special projects as needed.
18. Perform other duties as assigned by supervisor.

WORKING CONDITIONS:

Works in fast paced office environment with quick turnaround requests. Must be able to lift up to 50 lbs. Must wear safety apparel and protection when in applicable areas and comply with all safety policies and practices of MTE.

www.mtewood.com

QUALIFICATIONS:

1. Requires an Associate's Degree in Business Administration **and** three (plus) years' experience in Human Resources field preferably in a manufacturing environment.
2. Must possess a valid Wisconsin Driver's License and be insurable under MTE standards
3. Must successfully complete a physical exam.
4. Must possess good work ethic with excellent work attendance and be a team player

APPLICATION PROCESS:

1. Completed application **and** resume
2. Copy of Tribal enrollment
3. Copy of college transcripts
4. Honorable or general military discharge paperwork
5. Must provide the names, addresses and phone numbers of three persons, two professional and one personal, who you have known at least 3 years. (Previous employers do not count.)

*Note: It is **not** the responsibility of MTE to notify you of incomplete applications.*

SUBMIT APPLICATIONS TO:

Twila Peters, Human Resource Director
Menominee Tribal Enterprises, PO Box 10, Neopit, WI 54150
Email: twilap@mtewood.com
Fax: 715-756-1314
Call: 715-756-2311 ext.1168/1139/1135 if any questions.

*Applicant must successfully pass a pre-employment drug & alcohol screening and background check.