



HR Generalist

A little bit about Diamond C:

Founded in 1985 by Kim and Mike Crabb, Diamond C has grown from a small, local manufacturer to a strong company with 800+ team-members. Today, Diamond C is still a family-owned and operated company in Mt. Pleasant, TX. Diamond C continues to produce innovative, feature-rich custom trailers while promoting the well-being and success of its team members, customers, and community abroad.

About the Position:

At Diamond C, our purpose is to fuel the growth and success of our team-members, customers, and community abroad. We're committed to more – more process improvements, more sustainable manufacturing, and more opportunities for our team. The HR Generalist is expected to have a strong focus on our foundational “Do Work, Love Strong” culture.

This role is located in Mount Pleasant, TX 75455.

Supervisory Responsibilities:

- May oversee the scheduling, assignments, and daily workflow/processes of team members.
- May assist with constructive and timely performance evaluations.

Duties/Responsibilities:

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office and Google Sheets or related software
- Able to speak Spanish a plus..

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- At least one year of human resource management experience is preferred.
- SHRM-CP is a plus.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

We encourage and welcome applicants with any and all backgrounds, experiences, abilities, and competencies. All decisions regarding hiring, promotion, discipline, and discharge are based on qualifications, merit, and the needs of the business. We are an equal opportunity employer.

Signature

Date