

**We are looking for:**

# HUMAN RESOURCES GENERALIST

## Duties and Responsibilities:

- Support management with the human resources activities of C. Cramer & Co., Inc. to optimize productivity, profitability, and employee satisfaction.
- Provide support in the recruitment and selection of staff, including the interview process.
- Plan and conduct new employee orientation.
- Identify employee training and development needs and support management in coordinating appropriate measures.
- Support the administration of HR policies and procedures.
- Provide assistance with the administration of compensation and benefits.
- Support timekeeping and payroll submission processes, as well as the annual salary review, as requested by management.
- Provide support with performance evaluation and performance management processes as requested by management.
- Assist management in addressing employee complaints, grievances, and disputes.
- Conduct exit interviews and provide relevant feedback to management.
- Support the coordination of employee safety, welfare, and wellness programs.
- Maintain effective communication with management on HR-related matters.
- Perform all other duties deemed necessary or as requested by management.

## Qualifications and Requirements:

- Degree or diploma in Human Resources Management, Business Administration, or equivalent.
- Generalist human resources experience, preferably in a production or manufacturing environment with a three-shift, 24-hour operation.
- Knowledge of HR and business principles as well as relevant software.
- Strong organizational, planning, problem-solving, and critical-thinking skills.
- Strong communication, presentation, coaching, and persuasive skills.
- High level of integrity, sound judgment, and adaptability.
- Compliance with all company guidelines, procedures, and safety policies.
- Regular attendance and punctuality in accordance with company attendance guidelines.
- Availability for overtime or off-shift work when required or necessary.

## Job Information:

- Competitive salary
- Free dental insurance to all regular full-time employees and eligible dependents
- Free life insurance to all regular full-time employees and eligible dependents
- Free health insurance to all regular full-time employees and eligible dependents
- Simple IRA retirement plan after 1 year
- Paid holidays (13 days), paid vacation (10 days), paid sick time (5 days)

## APPLICATION TO CRAMER

If you are interested in this position, please contact us!

HR DEPARTMENT

by mail: [hr@cramer-group.com](mailto:hr@cramer-group.com)

by phone: 603 742 3838

**JOIN THE TEAM !**

**cramer**  
industrial textiles + engineered composites