



Job Description

Job Title: Human Resources Generalist

Job Type: Full-Time

Location: 1104 Custer Dr, Toledo, OH 43612

Supervisor/Manager: Chief Operating Officer

Job Overview: The Human Resources Generalist is responsible for providing expertise and support to generate results and create value in the following areas of HR: employee relations, employment law, diversity and inclusion, onboarding, HR administration/HRIS, safety compliance, workers compensation, FMLA, recruitment and projects as assigned.

Responsibilities and Duties:

- Administer various human resource plans and procedures for all organization personnel; assists in the development and implementation of personnel policies and procedures.
- Implement and/or maintain human resources programs by providing human resources services, including policy and contract administration compensation analysis, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations; completing personnel transactions.
- Assist with recruitment tasks as needed, conducts new-employee orientations; write and place advertisements.
- Maintain relationship and assist 3rd party safety compliance administrator.
- Completion of sustainability and safety surveys and certifications
- Recruitment, talent acquisition, and employment processing.
- Recommend new approaches, policies and procedures to continually improve efficiency of the department and services performed.
- Develop human resources solutions by collecting and analyzing information and recommend courses of action as needed.
- Ability to impact the local work environment/culture positively by communicating necessary information in a manner that supports management objectives.

Branch Locations:

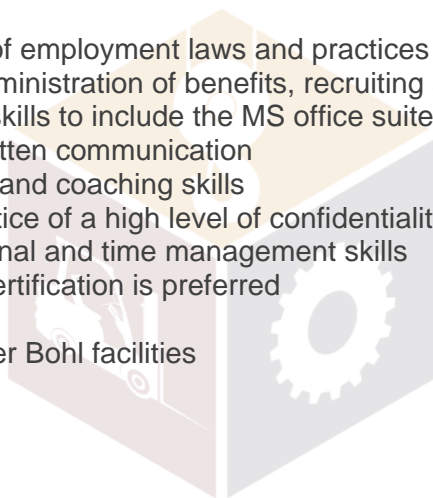
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- Prepare reports by collecting, analyzing, and summarizing data and trends.
- Protect organization's value by keeping information confidential
- Comply with federal, state, and local legal requirements by studying existing and new legislation, anticipating legislation, enforcing adherence to requirements, advising management on needed actions.
- Complete special projects by setting timelines and schedules, conducting research, compile and organize information, and completing tasks

Qualifications:

- **Education:**
 - Bachelors in HR or related field.
- **Experience:**
 - 3+ years experience in an HR environment required
 - Experience working in production environment a plus
- **Required Skills:**
 - General knowledge of employment laws and practices
 - Experience in the administration of benefits, recruiting and compensation programs
 - Proficient computer skills to include the MS office suite
 - Effective oral and written communication
 - Strong interpersonal and coaching skills
 - Evidence of the practice of a high level of confidentiality
 - Excellent organizational and time management skills
 - PHR or SHRM-CP certification is preferred
- **Travel Requirements:**
 - Regular travel to other Bohl facilities



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