

WE'RE HIRING

HUMAN RESOURCE GENERALIST



Position Title: HR Generalist

Job Type: Full Time (4-5 days per week)

Location: St. Henry and Piqua, OH

WHY MDW:

Moeller Door & Window is a family-owned business based in St. Henry, OH which has furnished, serviced, and installed exterior commercial and residential doors & windows for over 38 years. We are very proud of our commitment to customers and our reputation in the door and window industry. With a strong reputation for craftsmanship, reliability, and customer satisfaction, we are committed to building a workplace that reflects our values of integrity, teamwork, and excellence. We are seeking an HR Manager to join our growing team. This role is both strategic and hands-on, ensuring smooth HR operations, employee engagement, compliance, and community involvement at our main office in St. Henry and other location in Piqua, OH

JOB RESPONSIBILITIES:

- **Benefits & Leave:** Serve as the main contact for employee benefits, assist with claims and enrollment, and administer leave programs in compliance with policies.
- **HR Information System (HRIS) & Payroll:** Resolve discrepancies, maintain accurate employee records, and support HRIS optimization for workflows and reporting.
- **Recruitment & Onboarding:** Manage full-cycle recruiting, maintain job descriptions, develop and maintain onboarding materials, and interview coordination.
- **Employee Relations & Engagement:** Provide guidance on workplace concerns, support performance and training initiatives, and coordinate company events and community involvement.
- **Compliance & Safety:** Oversee safety training, maintain OSHA and workers' compensation records, ensure HR policy compliance, and support audits.

EXPERIENCE/CERTIFICATION REQUIRED:

- Bachelor's degree in HR, Business Administration, or related field preferred
- 3+ years of professional experience in Human Resources.
- Strong knowledge of HR practices, employment regulations, and compliance.
- Analytical and problem-solving skills with attention to detail.
- Experience in employee relations and conflict resolution
- Ability to maintain confidentiality and handle sensitive employee information.
- Proficiency with HRIS platforms, payroll systems, and Microsoft Office Suite.

SALARY/BENEFITS:

- Competitive health, dental, and vision insurance, or health insurance reimbursement
- Disability and life insurance coverage
- Company matched 401(k) plan
- Supportive and collaborative team environment
- Provided uniforms/apparel
- Paid time off and holidays

CLICK HERE TO APPLY