

# Job Posting

## Human Resources Generalist

Reports to: Dir Administration-Legal/Tax/HR Manager

### About Mizuno

It is the responsibility of every Mizuno USA teammate to champion our Mission and commitment to one another and athletes everywhere as they strive for ultimate achievement at every level of competition. Are you a competitor driven by overcoming extraordinary challenges? Are you motivated by being a critical team member versus a limited role player? Do you aspire to make a difference with a brand that strives to do more in the communities in which we serve?

If so, then Mizuno USA team is recruiting top draft picks and free agents to transform the challenger brand that is Mizuno! Let us know if you're game ready!

### Summary

The Human Resources Generalist manages the day-to-day operations of the Department and keeps it running smoothly. This position serves as a liaison between the company and its employees. The HR Generalist is directly responsible for the HRIS system and those programs interacting with this system, benefits, and the various Federal compliance programs.

### Basic Qualifications

- Bachelor's degree; or five (5) to eight (8) years related experience; or equivalent combination of education and experience
- Excellent verbal, written and interpersonal skills
- Demonstrated problem solving and analytical skills
- Results oriented, high energy, dependable with a strong work ethic
- Excellent organizational skills

### Other Qualifications

- PHR certification a plus
- Demonstrated responsibility for insurance benefits, Workers Compensation, FMLA, OSHA and Cobra Administration
- Experience with Lotus Notes & JD Edwards Enterprise One a plus
- Demonstrated proficiency with the Microsoft Office Suite (Word, Excel and PowerPoint)
- Ability to design creative enhancements and/or solutions to routine problems and/or processes
- Working knowledge of state and federal laws and regulation
- Ability to design creative enhancements and/or solutions to routine problems and/or processes
- Insatiable curiosity to understand and solve business challenges

### **Essential Duties and Responsibilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintains Affirmative Action programs; files EEO-1 Report, VETS-100 and any other requirements to conform to EEO regulations
- Performs Benefits Administration to include communicating benefit information to employees, enrollment, change reporting and interaction with third-party support vendors, including COBRA administration
- Manage and ensure compliance with E-Verify requirements and I-9 administration
- Manage all Personal and FMLA Leave administration to ensure compliance with federal and state regulations
- Maintain all employment and related Human Resources files
- Work within the JD Edwards One 9.0 HR and related modules
- Maintain integrity of system
  - Data Entry - pay changes, job and/or title changes, department changes, etc.
  - Purchase Orders
  - New hire to Termination Processes
- Maintain employment and other required posters to ensure compliance
- Maintain Lotus Notes Human Resources database
- Manage all aspects of the company's new-hire and termination processes
- Manage New Hire Orientation process
- Administer Worker's Compensation program to ensure compliance
- Assist Department/Division managers with recruitment activities
- Assist employees with Employee Relations issues as they arise
- Manage Company's Fleet including but not limited to registrations, insurance updates, selling and purchasing of fleet and maintaining Element's database
- Any other tasks/activities as requested in support of the department
- Serves as 401K Administrator
- Serves as the Administrator for all our insurance providers: CIGNA, Discovery Benefits and Optum Bank.
- Maintain positive relationship with consultants and other external sources.
- Responsible for implementing plans and support the company financial and non-financial objectives for the human resources department.
- Prepare and set-up interview schedules for candidates and management
- Serve as a liaison to all employees and management for answers to moderate to complex questions regarding policies and procedures utilizing general knowledge of many to all of the Human resources disciplines and ensuring compliance with all federal, state, and local employment laws and statutes.
- Execute programs, policies and procedures to employees at all levels that support the company's HR strategic business plan.
- Perform moderate to complex tasks involving recruiting, employment, compensation, benefits, training, safety, security, EPA, and other HR related tasks.
- Support internal clients in all aspects of managing their HR needs ensuring effective roll-out of corporate programs.
- Conducts all exit interviews within company
- Develops, recommends and implements personnel policies and procedures.
- Makes sure Employee Handbook is kept up to date.
- Assists with planning and execution of Corporate events.
- Develop, implement and execute any request given by manager or CFO.
- Assist Department/Division managers with recruitment activities
- Assist employees with employee relations issues as they arise

- Any other tasks/activities as requested in support of the department

**Whenever possible, Mizuno USA, Inc. strives to promote from within if the skills and necessary qualifications meet the requirements for the position. Internal and external candidates will be considered for the position and the best candidate will be hired.**

**Mizuno USA, Inc. is an Equal Opportunity Employer: All qualified applicants will receive consideration for employment and will not be discriminated against based on their race, gender, disability, veteran status or other protected classification.**

**EOE M/F/D/V**