



Human Resources Generalist

Hanwha Q CELLS designs, builds and manages financially sustainable solar photovoltaic (PV) solutions. The company brings a decade of global leadership in solar PV to North America, combining best-of-world technology, processes and partnerships to deliver utility-grade solar PV solutions customized for the US energy market.

SUMMARY

The Human Resources Generalist partners closely with the HR Manager. Provides innovative people solutions to address complex business issues including but not limited to talent development and coaching for business outcomes, organizational design, and strategic decision-making. Accountable for all components of HR including workforce planning, staffing, learning and development, compensation and reward/retention strategies, benefits, performance assessment processes, employee relations, and all other HR functional disciplines. This position will report to the Human Resources Manager. This position is located in Dalton, Georgia.

RESPONSIBILITIES

- Communicate collaboratively with leadership to influence, develop, implement, and manage policies, program and services, in areas such as Recruitment and Retention, Performance Management, and Employee Relations.
- Effectively interface with all levels of the organization to coordinate and oversee all HR related activities.
- Analyze situations, identify and forecast pertinent problems. Evaluate realistic options to recommend/implement appropriate course of action.
- Assist with recruiting process when needed.
- Create new employee orientation program, and conduct orientation to foster positive attitude towards company goals.
- Be fully trained as a payroll “backup” with the ability to step in to process and complete payroll when needed.
- Prepare advanced reports using Excel and/or similar software. (ie. payroll reconciliation, monthly labor costs, monthly headcount, quarterly commissions, audits documentation)
- Monitor benefits programs that may include life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence and employee assistance.
- Maintain records of benefit plans participation such as insurance and 401(k), personnel transactions such as hires, promotions, transfers, performance reviews and terminations and employee statistics for government reporting.
- Work closely with the Finance Team with monthly/quarterly/annual closing and requests from our auditors to ensure correct reporting.



- Possess in-depth knowledge of ADP or other payroll processing systems and liaison with ADP/Trinet for any questions, or issues that may occur.
- Maintain employee files and HR filing system.
- Administer 401(k) process, including the annual filing of related forms and mailing out 401(k) notices.
- Coordinate annual benefit renewal process with our benefit carriers.
- Manage worker's compensation, including annual renewal process and worker's compensation audit.
- Prepare employee separation notices and related documentation, and conduct exit interviews.
- Plan team building events for employees.
- Administer the employee performance evaluation process.
- Responds to inquiries regarding policies, procedures, and programs.
- Create and send reminders and communications to employees on various HR matters.
- Maintain strict confidentiality of client, company, and personnel information.
- Keep up-to-date with employment laws and best practices, and communicate these to management regularly.
- Adhere to the policies and procedures of Hanwha Q CELLS.
- Perform other duties and special projects, as assigned by management.

REQUIRED QUALIFICATIONS

- A High School Diploma or Equivalent
- A minimum of 2 years of relevant human resources experience.
- Knowledge of HR operations, administration, and various benefit programs
- Knowledge of HR-related state and federal regulations.
- Strong proficiency using and reporting using software including MS Office Suites.
- Excellent written and verbal communication skills.
- Assertive, able to cope with pressure, a team player.

PREFERRED QUALIFICATION

- A bachelor's degree in Human Resources, or related field in business administration preferred.
- Experience in high tech manufacturing industry and startups
- Professional in Human Resources (PHR) certification

Hanwha Q CELLS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.