

Human Resources Generalist

Location: Belle Glade, FL, US

Req ID:

Date: 7/16/20

Tellus Products LLC is expanding its first, state of the art manufacturing facility in Belle Glade, Florida and seeking a transformational HR leader to join our team. We upcycle leftover sugarcane fiber from the sugar milling process and convert it to 100% sustainable packaging and foodservice products such as plates, bowls, and take-out containers. Tellus is jointly owned by Florida Crystals Corporation, Sugar Cane Growers Cooperative of Florida and American Sugar Refining, Inc.

POSITION SCOPE

Reporting to the Plant Manager, the successful candidate will be the key HR leader at our plant. The ideal candidate will have an entrepreneurial spirit and have strong generalist experience including employee relations, recruiting, talent management and industrial safety. Success is achieved by establishing strong plant relationships within Tellus and the broader company in order to impact change and build solid HR systems at the site to support daily operations and future growth. Recruiting and helping to lead our safety program are key components of this position.

DETAILED ROLES & RESPONSIBILITIES

Business Partner

- Align with plant leadership, departments and shared services to support plant strategies. This partnership includes working directly with HR teams at Sugar Cane Growers Cooperative and American Sugar Refining Group.
- Work with leaders to improve talent quality and bench strength.
- Align with leaders to improve department culture and address turnover issues.

Talent Acquisition

- Partner with plant leadership to anticipate and execute recruiting strategies to support growth in operations.
- Post identified positions, work with external staffing agencies and move candidates through the hiring process in a timely manner.
- Hiring process includes recruitment, phone screens, interviews, submitting background checks and physical, etc.
- Partner with our shared HR service provider at the Sugar Cane Growers Cooperative to track applicant data.

Talent Management

- Develop and support talent management activity in the plant, including talent reviews, succession planning, intern program, job rotation, high potential programs, and career development/pathing.
- Improve and lead the new hire onboarding process to ensure a positive employee assimilation into Tellus Products.

Employee Engagement

- Proactively contribute to plant communication/engagement plans aimed at optimizing employee engagement and creating a positive and inclusive work environment.
- Anticipate and handle employee concerns.
- Administer HR policies in a consistent basis, as needed.
- Provide positive counsel and advice to employees and supervisors as needed.

Reward, HRIS, HR Operations

- Proactively ensure compliance with legal, statutory and company policies and procedures of HR-related processes and programs.
- Assist with evaluation and development of our compensation system.
- Provide employees with benefits education and information, answer benefit questions and act as liaison with shared HR services.
- Document personnel actions and provide information to HRIS, Payroll and benefit carriers.
- Support efforts to ensure a high-quality salary planning process.
- Manage personnel files and any other employee records in a confidential manner.

Learning & Development

- Partner with plant leadership to Analyze, Design, Develop, Deliver and Evaluate training programs aimed at building capability for the plant.
- Manage data and expand learning & development initiatives through the Learning Management System (LMS).
- Understand and support individual development needs and learning plans.

Other

- Drive continuous improvement in all HR processes.
- Assist with the coordination of special projects and events, as needed.
- Participate in community affairs activity, as needed.
- Performs other duties as required.

ESSENTIAL CAPABILITIES (KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL ATTRIBUTES)

- Anticipation – Ability to anticipate business and HR needs, issues and problems and be proactive in addressing such needs.
- Analytical Skills – Ability to analyze information and make deductions based on information. Ability to track and report data, as needed.
- Business Acumen & Partnership – Demonstrated ability to understand the business and align HR activity to meet business and employee needs at both strategic and operational levels.
- Computer Proficiency – Proficiency in Microsoft Office suite (Word, Excel, Power Point, Outlook) and Internet research.
- Edge – Well organized, ambitious, courageous, flexible but decisive, with the ability to communicate and effectively influence others.
- Emotional Maturity – Ability to withstand pressure and manage emotions effectively to create the right effect on people and organization.
- Energy – High positive energy to take on continuous and complex business challenges in a fast-paced environment. Persistence to drive to solutions despite obstacles and/or competing priorities.
- Execution – Attentive to detail and demonstrated ability to deliver on accountabilities in order to help the business and the team be successful. Track record of high-performance.
- Influencing & Engagement Skills – Ability to proactively engage and influence others at all levels, at times without formal authority. Confidence and ability to have critical conversations if necessary.
- Teamwork/Collaboration – A team player with a great attitude, good customer service orientation and focus on delivering outstanding results to their clients and the business.

ESSENTIAL WORK EXPERIENCES

- 3-5 years of professional high-quality experience in Human Resources as either a Specialist or Generalist, preferably a combination of both.
- High skill level in Microsoft Office Suite (PPT, Excel, Word).
- Ability to speak with a high level of professionalism and presence to individuals or groups.
- Experience providing HR support to an industrial/manufacturing or distribution/logistics business.

ESSENTIAL EDUCATION REQUIREMENTS

- Bachelor's degree in HR or related discipline from accredited university.
- Advanced degree desired, but not required.
- Professional Certification desired, but not required.

Equal Opportunity Employer of Minorities, Females, Protected Veterans and Individuals with Disabilities.

Nearest Major Market: Palm Beach

Nearest Secondary Market: Miami