



HR Generalist

Isthmus Engineering and Manufacturing Cooperative is looking for an HR Generalist to oversee all aspects of human resources. Isthmus builds “state of the art” custom automation equipment for a variety of industries and applications, including Consumer Products, Medical/Life Sciences, Transportation, and Light Industrial.

Isthmus is an employee-owned worker cooperative that provides a unique opportunity to work with highly skilled and dedicated individuals, all while participating in a democratically run organization.

Job Responsibilities

- Administer compensation and benefit plans
- Assist in talent acquisition and recruitment processes
- Conduct employee onboarding and help organize training & development initiatives
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- Assist in the development and implementation of human resource policies
- Organize annual employee performance reviews
- Maintain employee files and records in electronic and paper form
- Ensure compliance with labor regulations

Required Skills

- Proven experience as an HR Generalist
- Understanding of general human resources policies and procedures
- Good knowledge of employment/labor laws
- Outstanding knowledge of MS Office; HRIS systems will be a plus
- Excellent communication and people skills
- Aptitude in problem-solving
- Desire to work as a team with a result-driven approach

Please e-mail your resume to hr@isthmuseng.com No phone calls.

See our website for additional company information www.isthmuseng.com