



Job Description: Human Resource Generalist Supervisor

Department: Human Resources

Reports to: Director of Administration

Position Summary

The Human Resource Generalist Supervisor plays a central role in overseeing and executing all aspects of the Human Resources function. This individual ensures compliance with company policies, labor laws, and HR best practices. This role also supports the finance team with basic accounting functions as needed and payroll support functions, making it critical for the candidate to be organized, discreet, and detail-oriented. The Human Resource Generalist Supervisor will serve as a key resource for employees and management.

Key Responsibilities

Human Resources Functions

- Serve as the primary contact for all employee relations matters
- Maintain and update employee records, benefits, compensation, and job descriptions
- Administer benefits programs and serve as liaison with benefits providers
- Lead recruitment, interviewing, onboarding, and offboarding processes
- Lead or support employee development, training, and engagement initiatives
- Monitor and report on HR metrics such as turnover, absenteeism, and training compliance
- Conduct and document workplace investigations as necessary
- Partner with department managers to support staffing, training, and performance needs
- Serve as the main point of contact with the PEO provider
- Ensure confidentiality and professionalism in handling all HR matters

Policy and Compliance

- Maintain and revise company policies, employee handbook, and HR procedures
- Ensure compliance with state and federal employment laws (OSHA, FMLA, ADA, and other regulatory requirements)
- Prepare and submit reports for EEO, ACA, and other compliance filings
- Coordinate and lead internal audits for HR processes and files

Payroll and Timekeeping

- Oversee the timekeeping system and ensure accurate payroll data entry and review
- Collaborate with our PEO partner to ensure payroll is processed correctly and on time
- Maintain employee attendance records and PTO tracking

Support Accounting Functions

- Assist with invoice coding, reconciliation, and data entry
- Support monthly benefit reconciliation and invoice review
- Help maintain accurate records for audits and financial reporting
- Provide backup support for general ledger entries and month-end processes as needed

Training and Development

- Facilitate onboarding and initial orientation training for new hires
- Lead employee development and compliance training sessions
- Coordinate leadership training programs and cross-departmental workshops

Key Performance Criteria**Key Performance Criteria**

- Exhibit professionalism and discretion in all HR and administrative matters
- Ensure accurate and timely execution of all HR processes
- Foster a positive and compliant workplace culture
- Maintain high employee retention and satisfaction levels
- Ensure 100% compliance with employment regulations and audits
- Effectively balance multiple tasks and deadlines with minimal supervision

Knowledge, Qualifications and Experience**Education/Knowledge**

- Bachelor's Degree in Human Resources, Business Administration, or related field (preferred)
- Working knowledge of HR practices, policies, and employment laws
- PHR or SHRM-CP certification is a plus

Experience

- Minimum 3–5 years in a Human Resources Generalist role, with at least 1–2 years in a supervisory or lead role
- Prior experience in a manufacturing or small business environment is preferred
- Experience with payroll systems and accounting support tasks is helpful

Technical Skills

- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Comfortable with HR software, timekeeping systems, and accounting platforms
- Excellent written and verbal communication skills

Key Competencies

- Calm and professional demeanor under pressure
- High level of integrity and discretion
- Detail-oriented with strong organizational skills
- Ability to manage multiple priorities and deadlines
- Critical thinking and problem-solving
- Leadership mindset with servant leadership values
- Confident, accountable, and collaborative
- Adaptability and continuous improvement mindset

Additional Expectations

Core Responsibilities:

1. Abide by the Quality Management System
2. Understand that Customer Satisfaction is our first priority, and the importance of statutory and regulatory requirements
3. Protect the company's assets, reputation, goodwill, and stature in the marketplace at all costs

Possess Knowledge of Responsibilities:

- | | | |
|----------------------------------|--------------------------------|---------------------------------|
| a) Skill in planning | e) Setting up standards | i) Working in creative projects |
| b) Placing workers intelligently | f) Coordinating with others | j) Promoting safety |
| c) Directing | g) Promoting good housekeeping | |
| d) Delegating authority | h) Promoting punctuality | |

Practice JI (Job Instruction)

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|-----------------------------------|-------------------------------|--------------------------------------|
| a) Conducting on-the-job training | d) Proper teaching conditions | h) Developing an understudy |
| b) Making job breakdowns | e) Skill in instructing | i) Adequate follow-up of instructing |
| c) Preparing necessary materials | f) Assigning OJT instructor | |
| | g) Conducting meetings | |

Practice JR (Job Relations)

- a) Understanding each worker
- b) Promoting teamwork
- c) Eliminating rumors
- d) Handling problems
- e) Building morale
- f) Evaluating workers
- g) Eliminating grievances
- h) Giving proper reprimand
- i) Promoting security of livelihood
- j) Keeping good relations

Practice JM (Job Methods)

- a) Controlling waste of manpower
- b) Controlling waste of materials
- c) Controlling waste of time
- d) Controlling costs
- e) Controlling output
- f) Developing safe methods
- g) Making job breakdowns
- h) Simplifying job methods
- i) Inspiring suggestions

Reading Requirements:

- 1. XLT Quality Manual
- 2. Kaizen Revolution
- 3. Little Big Things
- 4. How to Win Friends and Influence People
- 5. Becoming a Leader of Character
- 6. Entreladership
- 7. Start with Why
- 8. From Receptionist to Boss
- 9. Sam Parker Book Set
- 10. Make your Bed
- 11. Leaders Eat Last
- 12. A New Approach to Industrial Economics
- 13. MBA in a Nutshell
- 14. Radical Value
- 15. Atomic Habits

XLT commits to sharing a portion of the annual profits with all eligible Team Members and promises to never institute a layoff.

I _____ commit to, and am responsible for, the satisfactory execution of the primary responsibilities and essential functions described above.

In addition, I commit to reading, understanding, and applying the techniques, tactics, and procedures as described in The Kaizen Revolution book.

Employee Signature: _____

Date: _____