We are currently seeking a highly skilled **Bilingual Human Resources Generalist** to join our client’s Human Resources team. As an HR Generalist, you will play a vital role in supporting various HR functions and ensuring compliance with labor laws, benefits administration, and employee relations standards. You will collaborate closely with the Plant Management team and HR Staff to provide effective HR support and contribute to the overall success of our organization.

**Responsibilities:**

* Demonstrate comprehensive knowledge of HR labor law, benefits, and employee relations standards.
* Provide employee relations support through effective coaching and counseling. Must be available via phone (voice or text) to address immediate employee needs.
* Support recruiting, hiring, and onboarding processes.
* Possess a solid understanding of healthcare laws and procedures.
* Familiarity with electronic posting, onboarding, and data storage and retrieval systems.
* Support personal safety, food safety, and quality initiatives.
* Collaborate with HR and Management to coordinate all orientations, food and plant safety training in a timely and high-quality manner.
* Enhance productivity of hourly plant workers through training direction, feedback, and reporting.
* Develop and maintain relevant training programs for both hourly and salaried operations workers.
* Manage and organize all training programs to ensure effective training and total participation by the target audience employees.
* Provide support and coaching to management to ensure training is applied on the job.
* Develop work schedule considering the needs of the Company and its training requirements.
* Negotiate realistic training goals with management and generate and analyze reports to ensure accountability and follow-through.
* Create communication materials for weekly and quarterly employee updates.
* Assist HR Staff as needed.

**Physical Requirements:**

* Frequently required to sit, talk, and hear; occasionally required to walk; occasionally required to feel, handle, or operate objects, tools, or controls.
* Must occasionally lift and/or move up to 10 pounds.
* Vision abilities required by this job include close vision and the ability to adjust vision focus.
* Work is performed in an office setting with moderate noise level in the working environment and occasional exposure to the production environment.
* Occasional commuting within and between states required.

**Skills and Knowledge:**

* Minimum certification requirement in HR or Safety with a minimum of one year experience in a related field.
* Excellent verbal, written, and presentation skills.
* **Bilingual communications required.**
* Proficiency in using Alchemy Training preferred, including creating new programs, reporting, and learning plans.
* Ability to analyze data.
* Advanced PC, Internet, and technical skills, including proficiency in Microsoft Outlook, Excel (V Lookup), Word, Teams, and PowerPoint.
* Strong technical understanding and ability to apply basic formulas, sort, filter, work with page layouts, add graphs, etc. in Excel.

If you are a motivated and skilled HR professional with a passion for employee relations and compliance, we invite you to apply for the position of HR Generalist. Join a dynamic team and contribute to the growth and success of an established organization.