

HR Generalist, Health & Safety

We are looking for a customer-centric, organized team member to be the operational HR Manager for Top Shelf. As a member of our support services team, this role is the first of its kind in our organization. It will span generalist functions including administration, talent acquisition, employee engagement, program and policy development. This role will also be responsible for Health and Safety. The HR Generalist will support an employee base of about 145 and play an important role in our culture. If you enjoy the work of maintaining and building, when it comes to people processes, we want you to join our team!

What you will be doing:

HR Operations:

- Keeping policies, and procedures up to date and compliant, and rolling them out on a regular cadence
- Updating and communicating the Employee Handbook
- Creating relevant HR programs and ensuring they are understood within the business.
- Owning and executing administrative functions that relate to employee records, benefits, and personal information.
- Partnering with the support services team, and assisting with company-wide projects and plans
- Assist with employee engagement and community engagement activities and coordination of events.
- Tracking HR metrics, and reporting them to the leadership team

Talent Acquisition:

- Creating, and updating job descriptions for all roles in the organization
- Posting, sourcing, and hiring
- Leading the onboarding and first 90-day training for all new hires

Employee Relations:

- Act as first point of contact for employees.
- Partner with leaders to ensure proper performance management practices.
- Lead investigations
- Identify and drive opportunities to ensure an engaging work environment.

Health and Safety:

- Routinely spending time in all locations and following up on concerns and issues as they arise
- Administer Health & Safety policies and programs to ensure compliance that is consistent with Core Values.

What You Will Bring

- You've had a similar role for 3+ years.
- Bachelor's degree in a related Human Resources field, desirable but not mandatory
- Recruitment experience
- Valid driver's license and the ability to travel between sites
- Strong customer service skills with an ability to build trust with leaders and employees.
- Demonstrated organizational skills, with the ability to work on multiple things at once.
- Proven written and verbal communication skills that convey confidence and professionalism.
- Excellent interpersonal skills and the ability to work effectively in a highly interactive team

Why You Should Come and Work With Us

- Comprehensive group benefits coverage.
- We offer on the job training, and a supportive work environment.
- We are a small family owned and run company, and we believe a strong work life balance is important. Growth and opportunities are endless in our organization, and our team members can make a difference and see the fruits of their efforts.

Who We Are

Top Shelf is a premier full-service glass shop, we can handle any glass project, from residential specialty glass through closet organizers. Our full line of products and state-of-the-art hardware are locally sourced, top quality glass products. Allow us to take care of all your complete glass needs: we have hundreds of years of experience within our organization that will solve your problem.

Top Shelf offers a one stop shop for all your glass and closet organizer needs. We specialize in custom shower enclosures, stock shower enclosures, custom mirrors, interior glass walls, window replacement, window repair, commercial service, new commercial projects, glass railings, glass office walls, wire shelving and closet organizers.

How To Apply

[Indeed Job Posting Link](#)