

# Total Energy Systems, LLC

*"Your Proven Provider of Critical Power"*

## Job Description

Location – Region	Job Title	Reports to Title
De Pere, Wisconsin	Human Resources Generalist	CFO

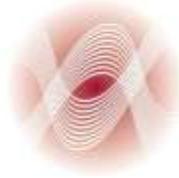
**Purpose:** Total Energy Systems, LLC is seeking a qualified Human Resources Generalist to work at our downtown Green Bay, WI office and out of our De Pere, WI facility. As a **Human Resource Generalist**, you will provide organizational assistance in the following functional areas: recruitment, benefit administration, HRIS management, development and implementation of HR policies and procedures, new employee orientation and processes.

### Key Job Accountabilities:

1. Coordinate and manage the recruiting and hiring process.
2. Perform or facilitate on-boarding of all new employees including benefits and any other necessary orientation.
3. Administer all benefit programs including driving annual renewals, employee rollouts and enrollment, and day-to-day benefit functions.
4. Ensure consistent application of policies and practices, assess need/opportunity for work rule and policy changes; offer guidance, direction, and training to management on administration of employee handbook, company policies, and disciplinary matters.
5. Act as a gatekeeper to ensure legal compliance by monitoring and implementing applicable human resource processes to comply with federal and state requirements; conduct investigations, maintain records, etc. Assist managers and associates to ensure compliance to policies and procedures.
6. Serve as a contact for associates and answer questions regarding HR policies and procedures as they support our culture.
7. Prepare and maintain accurate personnel forms, records, and files and handles highly confidential material in the Human Resources department.
8. Assist with Human Resources projects as needed.

### Skills/Abilities/Requirements/Experience:

1. Bachelor's Degree or Associate Degree in related field preferred
2. Four to seven years of experience in Human Resources positions with at least one year significantly devoted to recruitment.
3. Specialized training in employment law, compensation, organization planning, organizational development, employee relations, safety, training, and labor relations preferred.
4. General knowledge of employment laws and practices.



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5. Experience in the administration of benefits and compensation programs and other Human Resources programs.
6. Excellent computer skills in a Microsoft Windows environment.
7. Experience with major HR/payroll system required
8. Must have high initiative, integrity, strong work ethic, good communication and analytical skills
9. Strong leadership skills.
10. Ability to independently conceptualize, develop and execute process improvements
11. Ability to maintain a high level of confidentiality.
12. Show empathy to internal customers while resolving issues.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position will be working primarily indoors in a climate controlled, smoke free environment, but also requires the employee to be moving through other areas on a regular basis. From this movement, the employee will encounter varying temperatures from these areas. The normal auto and air travel hazards will apply. The noise level in the work environment is usually moderate but can be higher in other areas.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision and ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

**Please submit your resumes in strictest confidence to [hr@totalenergysystems.com](mailto:hr@totalenergysystems.com) or in writing to our corporate office.**