



The Human Resources Generalist will support the alignment of the business objectives with key people goals with a focus on our production, packaging, and warehousing on Long Island, NY; driving impactful HR programs for our associates. We are seeking a bilingual individual with HR experience, preferably including some employee relations responsibilities, who is a strong communicator, who exercises good judgement, and who is authentic and instills trust in others.

This position will report to both the Director of Human Resources and Sr Talent Acquisition Manager and be located in our Farmingdale locations. He/she will be the dedicated Human Resources Generalist to their area and will provide occasional project support for initiatives reaching across the US.

#### **Key Responsibilities**

- Handle employee relations issues including coaching managers on how to write reviews and provide constructive feedback, advisement of employee leaves and accommodations, and more nuanced issues with the guidance of HR leadership team members
- Advise employees and managers on various HR policies
- Conduct exit interviews and compile associated data; identify trends and suggest potential mitigations
- Respond to inquiries from associates and refer to appropriate members of the broader HR team as needed
- Contribute to the HR team to develop key HR policies and practices
- Partner closely with the Director of Human Resources on the delivery of key HR programs where appropriate (e.g., performance management, talent management, talent retention, talent acquisition, onboarding, etc.)
- Actively engage with employees and managers where appropriate, serving as a credible and capable HR resource
- Work with HR colleagues on gathering and presenting talent metrics for assigned groups.

#### **Required Qualifications**

- 4+ years of experience in Human Resources or related work
- Bachelor's degree in human resource management or related field
- Bilingual Spanish skills is required
- Demonstrated skills working in a client facing role in a manufacturing environment preferred
- Ability to design and execute project plans
- Experience in influencing without authority and stakeholder management
- Excellent verbal and written communication skills
- Analytical skills and ability to identify trends
- Ability to stay poised under pressure and demonstrated strong judgement



- Can multi-task and is highly organized
- Highly collaborative and self-motivated
- Experience in dynamic, fast-paced environments
- Comfortable with a multi-site structure

Be at the forefront of the future of health and wellness, with the ability to work in a fast paced, family owned entrepreneurial environment where the work is meaningful, associates are valued, and you can grow your long term career. Joining Piping Rock means being part of a fast growing team where you can take ownership of your work and be a decision maker, where you are encouraged to work smarter, not harder, with the tools necessary to be successful. Join our team!

Piping Rock Health Products, LLC is an equal opportunity employer.

Piping Rock proudly offers comprehensive medical, dental, vision plans to all full-time associates. In addition, voluntary life insurance, flexible spending plans, and short-term disability plans may be optionally added. All full-time associates also receive group term life insurance and long term disability coverage. Associates are eligible to participate in a 401(k) savings plan with a generous company match.

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