



Do you have a passion for Human Resources and thrive on strategically partnering with management and enjoy developing employees of all levels within an organization? Then our **Human Resource Generalist** position is the one for you!

In this key role you will assist in the achievement of HR's Strategic Goal; Attract, Retain, and Develop a Quality Workforce. You will effectively assist with the development, implementation, and maintenance of Human Resource programs, policies, and practices in support of the company's mission, core values, and business strategies. Programs you will be responsible for include performance management, training and development, HRIS Administration, employee relations, and workplace compliance.

If you share our values – Ethical, Adaptable, Reliable, Accurate, Collaborative, Client Focused, Dedicated, Skilled, Innovative - and wish to help us develop in a dynamic environment focused on the future, then join us!

Responsibilities:

- Maintain the company's HR programs, policies, and practices.
- Provide direction to management to ensure corporate wide compliance with applicable federal and state employment laws and regulations.
- Handle sensitive and highly complex employee relations issues which includes; counseling employees, advising managers, and providing guidance and resolution.
- Administer the company's performance management program.
- Provide tools for employee development that includes performance feedback, training, and coaching to maximize current performance and prepare for future organizational challenges.
- Assist with the technical aspects of our HR information system to ensure the integrity of HRIS information.
- Ensure appropriate maintenance of confidential records and prepare periodic reports for management as necessary or requested.
- Respond to outside requests for information (ex. employment verifications, garnishments, etc.).

Requirements:

- Bachelor's degree in Human Resources or a human resources related field.

East Coast:
65 Marcus Drive
Melville, NY 11747
800-CERT-LAB
516-576-1400

Southern CA:
6460 Dale Street
Buena Park, CA 90621
888-FOOD-LAB
714-562-8622

Northern CA & CFSC:
3241 Liberty Square Pkwy.
Turlock, CA 95380
866-915-LAB3
209-664-1100

Midwest:
2505 Diehl Road
Aurora, IL 60502
855-CLMW-LAB
630-783-8600



- Minimum of 5 years' experience in a Human Resources Generalist role with a focus on training and development, database management, analysis and reporting, record keeping, and user permissions.
- SHRM PHR or CP certification is a plus.
- Strong interpersonal skills including active listening, detailed, coaching, advising, facilitating and problem-solving required with the ability to apply these skills at all levels and in diverse settings.
- Strong practitioner of Human Resources skills.
- Ability to implement and maintain appropriate HR infrastructure.
- Ability to negotiate difficult matters with executive-level management and external contacts required.
- Ability to maintain and effectively deal with highly confidential matters.

We value our employees as they are the key to our success. Our commitment to your success is enhanced by a competitive salary with an extensive benefits package. We work to maintain a progressive and collaborative work environment where we empower people and provide them with opportunities to develop their long-term career.

Certified Laboratories, Inc. is one of the largest, private, independent laboratories in the nation and is located in New York, Illinois, and California. Each of our laboratories has its own area of expertise and is acknowledged as a leader in the field of food safety and analysis.

Certified Laboratories values diversity in its workforce. The company is firmly committed to a policy of Equal Opportunity and will administer its policies in a manner that treats each employee and applicant for employment on the basis of merit. Certified Laboratories will take affirmative action to seek out qualified applicants without regard to race, color, religion, sex, national origin, age, handicap, or veteran status.

For immediate consideration, please apply online at:

<https://certified-laboratories.com/careers/>

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