



**Position: Human Resource Generalist**

Department: Administration  
Position Status: Exempt

Reports to: Human Resource Director  
Classification: Full-time

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**Position Summary:**

The Human Resource Generalist will perform effective and efficient administrative tasks and services to support operations of Huber's Orchard & Winery and Huber's Plantation Hall. This role is responsible for processing personnel actions, requiring the understanding of HR practices, processes, policies, and systems in accordance with local, state, federal, and company policies and procedures.

**Duties/Responsibilities:**

- Assist in pre-employment activities such as application review, scheduling interviews, sending interview confirmations, performing background checks, and sending new-hire paperwork to candidates
- Assist with HRIS and payroll functions
- Create ID badges and maintain the software and equipment
- Process and maintain confidential personnel paperwork
- Assist with and may conduct HR onboarding activities, annual and off-cycle benefits enrollment, and HR-related trainings and processes
- Assist in the planning and execution of special events such as benefits enrollment, employee engagement events, and holiday parties
- Perform periodic and annual audits of HR files and records to ensure that all required documents are collected and completed accurately
- Refer more complex questions, inquiries, and/or issues to the HR Director

**Required Skills/Abilities:**

- Proficient in Microsoft Office (Word, Excel, Outlook, etc.)
- Strong interpersonal communication skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy
- Excellent organizational skills and attention to detail
- Able to produce quality work and meet critical deadlines while coordinating or participating in multiple projects
- Able to adapt to changing assignments and priorities
- Able to read, write, and speak English

**Required Education/Experience:**

- Bachelor's degree in Human Resources, Business Administration, or any related major or an equivalent combination of education and experience
- 2 years experience in a Human Resource role

**Work Environment:**

This position operates in a professional office environment. This is a full-time position; 40 hours per week. Predominately Monday – Friday, at least one weekend shift per month, and occasional evening hours. This role is largely sedentary but may require some physical work and the ability to lift 20 pounds.

**Other Duties:**

Statements included in this description may not necessarily represent an exhaustive list of all responsibilities, skills, duties, requirements or working conditions associated with the position. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the position, or to require that different tasks be performed, as circumstances change.

**Equal Employment Opportunity Statement:**

Huber's Orchard, Winery, & Vineyards provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.