



HR Generalist

Chicago Switchboard, founded in 1936, is a recognized leader in quick ship custom built electrical equipment. We supply switchboards, control panels, portable generator connection cabinets, junction boxes, and panels to our customers across all industries.

Park Detroit was founded in 1945 and became a part of the Chicago Switchboard family in 2020.

While growth driven, the team is determined to provide quality products and service and at the same time remembering the entrepreneurial spirit that the company was built on.

Position Summary:

Based out of our Elmhurst, IL office, Chicago Switchboard is looking for an experienced HR Generalist reporting to the HR Director. The HR Generalist will assist the Director in all aspects of human resources for the organization.

The Human Relations Generalist (HRG) is a Champion of People, Diversity, and Inclusion. The HRG will support multiple plants, Plant Managers, local leadership, and hourly associates in both union and non-union environments. The HRG is responsible for the HR function providing best-in-class services that facilitate greater effectiveness. HRG's have strong labor relations, proven HRG skills that will engage the business. HRG's have the ability to influence leadership and ability to link business objectives back to organizational effectiveness.

Position Responsibilities:

- **Human Relations Generalist** –HRG is a Change Agent and a Business Partner to their Plant Manager. As an HR Professional, the HRG is responsible for the ownership of all initiatives for the plants that are related to the Human Relations Function.
- **Administration:** Assist in managing headcount, turnover, exit interviews, and HR invoice processing. Maintain current job descriptions as positions evolve with management regarding staffing and organizational needs.
- **Associate Learning & Development:** Help design, implement, and conduct new associate orientation sessions and other HR related training programs. Facilitate new hire safety orientation training and additional training needs assessments as needed by the plant.
- **Associate Relations:** Assisting HR Director with developing and implementing effective positive associate relations programs and administration of rewards & recognition.
- **Centralized recruiting:** Act as the HR point of contact to support the recruiting for all positions managed through Centralized Recruiting. Maintain, deliver, and continuously improve an effective on-

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boarding program for new hires aligned with corporate and local requirements driving retention of top talent.

- **Performance Management:** Transparent partner by working with the people managers and the HR Director to determine appropriate course of action with regard to staffing, hiring, performance management, safety and/or attendance concerns.
- **Policy Management:** Administer and interpret company Policies and CBA's representing the organization (and/or assisting the HR Director) in personnel and employment law compliance related investigations, grievances, and hearings, etc.
- **Standard Leader Work:** HR Business Partner supporting Manufacturing Transformation.
- **Systems:** Manage employee data and process payroll in HRIS/Payroll system.
- Assist and support all HR activities/other duties as needed.

Job Requirements:

Bachelor Degree in business or related field preferred.

Ideal candidate will possess:

- 3+ years progressive human resource generalist experience in a manufacturing environment preferred.
- A combination of education, training and experience that results in demonstrated competency to perform the work may be substituted.
- Labor Relations experience is desired.
- Demonstrated ability to be coachable and trainable for cross-training/development within the HR function in preparation for future progression.
- Proficiency with Microsoft Office applications required.
- Excellent verbal and written communication skills.
- Ability to work in a fast-paced environment with strong prioritization skills.
- Demonstrated multi-tasking and project management skills.
- Excellent planning and organizational skills.
- Ability to communicate with all levels of the organization.
- Ability to be resourceful, demonstrate business acumen, creative thinking skills and be able to act as a decision maker.