



Job Description

Job Title:	Human Resources Generalist		
Department:	Human Resources	Location:	Louisiana
Reports to:	Solutions HR Director	FLSA Status:	Exempt
Incumbent:	TBD		
Approved by:		Approved Date:	

COMPANY DESCRIPTION:

Brand Industrial Services is the leading diversified provider of specialty multi-craft services to the North American downstream energy infrastructure market. Its extensive portfolio of service offerings includes work access, specialty coatings, abrasive blasting, insulation, refractory, corrosion protection, weatherproofing and other related crafts.

We are sourcing for an HR Generalist to partner with operations leaders in various geographical Areas in addressing employee and labor relations issues, facilitating training programs, and providing Generalist HR Management support. This position reports directly to the Director of Human Resources, Brand Energy Solutions.

Essential Duties and Responsibilities include the following:

Support Operations management in addressing employee relations needs, including conducting investigations and recommending corrective action. Objectively coach employees and management through complex employment related issues. Topics can be sensitive in nature and include but are not limited to working conditions, equal opportunities, misconduct, and grievances.

Make recommendation to effectively resolve problems, by using judgment that is consistent with standards, practices, policies, procedures, state/federal regulations or employment law.

Represents management in investigating and responding to official complaints, such as EEOC, DOL and FLSA, etc.

Responds to Senior and Operational management by researching, analyzing and presenting various types of data and information.

Supports training programs related to human resources initiatives that support corporate objectives. Partners with management team in developing, implementing and facilitating team member orientation programs to foster positive attitude toward company goals.

Partners with division management in the recruitment and retention of employees. Facilitates process to fill vacant positions by posting positions using various media, screening candidates, scheduling interviews, and handling reference checks. Supports company efforts to fulfill craft labor staffing demands.

Assists HR team with various general human resources operations such as performance management process (PMP), salary planning process and preparation of job descriptions as needed. May conduct analysis of local labor market to determine appropriate pay levels according to compensation guidelines and policy formulated by HQ Operations Support. Also assists with employee communication on all relevant topics.

Completes position requisitions, employee personnel changes, and conducts exit interviews.

Utilize HRIS and payroll systems to respond to management reporting requirements.

Integrates Brand's safety culture into Human Resource practices and will also support the mitigation of worker compensation claim expense.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Bachelor's degree in a related field preferred.

Good working knowledge of State/Federal employment laws.

HRCI Certified Professional(PHR) or Senior Professional(SPHR) preferred.

Experience

Five (5) to seven (7) years' experience with a Bachelor's degree or seven (7) or greater years' experience without a Bachelor's degree. Related experience should be in a generalist

Please email your resume to leslie.mayo@beis.com or apply on line at www.beis.com.

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