



HR GENERALIST

Clinton, CT

Tower Laboratories is a leading effervescent product manufacturer in the U.S. We develop and manufacture over-the-counter medications, nutritional supplements, prescriptions, beverages and other consumer products on a contract basis. We are continually expanding our effervescent product base and currently have several new and interesting products in the research and development phase right now. Learn more about us at: www.towerlabs.com.

POSITION SUMMARY:

The Tower Laboratories Human Resource Generalist will run the daily functions of the Human Resource (HR) department including the hiring and interviewing process, HRIS administration, benefits support, leave administration, and other duties in support of Company policies and practices.

RESPONSIBILITIES:

- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Conducts new hire orientation and coordinates onboarding.
- Assists with employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

QUALIFICATIONS:

- Minimum one year of human resource experience; manufacturing environment preferred.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

EDUCATION:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- SHRM-CP a plus.

This medium sized company is headquartered in Centerbrook, Conn., and offers a friendly, dynamic working environment with a competitive benefit package including 401(k) with company match. Come join our team! Tower Labs is a Socially Responsible Employer and a great place to work!

Qualified candidates may submit resume and cover letter via email to:
hr@towerlabs.com.