



Sr. HR Generalist / HR Manager

Mineral Point, Wisconsin

SIELAFF CORPORATION
DESIGN. ENGINEER. MANUFACTURE.





ABOUT THE ORGANIZATION:

Sielaff Corporation manufactures contemporary stainless steel residential and commercial furniture for customers throughout the U.S. Located in historic Mineral Point, Wisconsin, Sielaff has just over 100 employees and is continuing to grow. The company prides itself on producing beautifully made tables, shelving, and accessories that are sold by well-recognized national retailers. Sielaff Corporation has grown significantly over the last few years—maintaining the high standards their customers demand is increasingly important.

ABOUT THE POSITION:

The QTI Group is partnering with **Sielaff Corporation** to hire their first dedicated **Human Resources** professional. Reporting to the President, this newly created position will serve in a Generalist capacity to handle the full spectrum of day-to-day HR responsibilities to support just over 100 employees. We are looking for an experienced Senior HR Generalist who is ready to take the next step in their career to really build HR practices and own the human resources function.

RESPONSIBILITIES INCLUDE:

- Provide direction in handling employee relations issues, serving as a trusted resource by being available to managers and supervisors to assist them in addressing employee issues based on company policy and employment laws.
- Lead the development and implementation of employee training and development programs.
- Carry out recruiting activities, including sourcing, screening and onboarding of new employees.
- Interpret current legislation/regulations regarding employment issues and maintain knowledge of the latest practices in HR.
- Maintain employee handbook by developing new or revising existing company policies.
- Partner with leadership team to analyze options and cost alternatives for employee benefits, recommend benefits program modifications and lead the implementation of any changes, as well as the annual benefits re-enrollment process.
- Assist employees with questions regarding benefits or other related HR issues.
- Administer leaves of absences, including FMLA, and serve as a liaison for unemployment and benefit claims.
- Review and update all job descriptions.
- Assist with coordination of company events or recognition activities.
- Ensure updates are made to ADP system related to pay, benefits and other employee data.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Business, Human Resources or related field.
- 5-7 years' progressively more responsible HR experience, preferably as a Sr. Generalist across multiple disciplines, including employee relations, recruitment, employee benefits, and employee development.
- PHR or SHRM-CP is a plus.
- Outstanding communication and interpersonal skills to build rapport to serve as a trusted advisor to managers and staff.
- High level of initiative and ability to adjust in a rapidly changing environment.
- Demonstrated high level of confidentiality and professional demeanor with exceptional lead-by-example work ethic.
- Proficiency with HR technology and strong computer skills required.



ABOUT MINERAL POINT, WISCONSIN:

Located in southern Iowa County, Mineral Point is Wisconsin's oldest city, and in 2011 was named the Best Historic Town in the state. Within easy driving distance of Madison, Dodgeville, and Dubuque, Mineral Point has a small town's low cost of living, and the sort of thriving local arts scene you'd expect from a metropolitan area. The school system, medical facilities, and city services are all highly rated.

HOW TO APPLY:

Qualified individuals interested in being considered for the position are invited to apply directly online via The QTI Group's website at: <http://tinyurl.com/podfvh8>

QTI Professional and Executive Search is a specialized recruiting division of The QTI Group, a comprehensive human resources advisory services firm founded in 1957. QTI is headquartered in Madison, Wisconsin, and has ten branch offices.

