



Human Resources Generalist

ABOUT ID LABEL INC.

Since 1994, ID Label has been one of the nation's leading manufacturers of custom, variable-information barcode labels. Our solutions are used by thousands of global organizations to keep their businesses moving with efficiency, speed and accuracy – critical requirements today, driven by rapid growth in e-commerce sales.

We provide design engineering, production, signage and nationwide installation services for organizations in the warehousing, supply chain, manufacturing, electronics, cleanroom, calibration, medical, laboratory and library markets.

JOB BRIEF

ID Label seeks an enthusiastic and motivated HR generalist to lead the company's human resources function. This is a new position—ideal for someone ready to take on a new career challenge and make a lasting impact on a growing multimillion-dollar company.

You'll work with ID Label senior management to develop and administer human resources policies, programs and services across all company locations. This includes employee benefits, employee relations, recruiting, training, employment practices, policies, procedures, employee communications, and employee events.

KEY RESPONSIBILITIES

- Oversee the employee benefits programs including medical, dental, life, disability insurance, supplemental medical and 401k. Recommend and manage vendors.
- Assist and counsel senior management and department heads on employee relations issues, including discipline and termination procedures.
- Coordinate compliance with federal, state and local human resources laws. Keep up-to-date on changes and updates in employment law.
- Develop foundational job descriptions, grades and compensation plans for each department.
- Recruit for all sales, warehouse and office employees. Assist managers with interviewing, selection and hiring process.
- Manage new-employee onboarding and orientation, including any necessary product or equipment training.
- Develop and oversee all employee training programs, including HR management, business skills and safety, specialized software (CRM, Office 365, etc.).
- Oversee employee recordkeeping, including new hires, performance appraisals, employee transfers, separations and exit interviews.
- Support the management team on human capital issues that affect performance and

business relationships.

- Foster a workplace environment consistent with the values and vision of the company.
- Lead conflict resolution and maintain a constructive working relationship with employees at all levels of the organization.
- Work well with others, both inside and outside of the company.

DESIRED BACKGROUND AND REQUIREMENTS

- Bachelor's degree (B. A. OR B.S) from a four-year college or university in Business Administration, Organizational Psychology or Communications; or equivalent combination of education and experience preferred.
- 1-3 years of Human Resources experience required.
- This position is based at ID Label's headquarters in Lake Villa, Ill.
- Up to 10 percent travel may be required (occasional visits to ID Label other offices).
- Excellent time management and organizational skills; detail oriented
- Energetic, motivated, confident team player with a positive, collaborative demeanor and high integrity.
- Strong experience using Microsoft Office 365 programs, including Word, PowerPoint, Excel, Outlook, Skype, SharePoint and OneNote.

BENEFITS

All ID Label employees enjoy a wide range of benefits, including robust medical and prescription drug coverage, paid time off and a generous 401(k) and profit-sharing plan. Compensation is competitive and commensurate with experience.

Please send your resume and cover letter to careers@idlabelinc.com.