



# Star Cutter Company Job Description



**Job Title:** Human Resources Generalist

**Location:** East Tawas, MI

**Reports to:** Human Resources Manager

## **Role**

Perform HR-related responsibilities on a professional level and work closely with the Human Resources Manager in multiple manufacturing facilities to ensure our most important assets, employees, are provided the resources needed, promptly, such as competitive wages and benefits, recognition, opportunities for growth, if desired. Promote “servant leadership” defined by our Star Cutter Company Culture.

## **Responsibilities**

- Administer various human resource plans and procedures and assist in the development of employee handbooks and policy manuals.
- Perform bi-weekly payroll functions and the administration of our 401k Plan.
- Participate in recruitment, onboarding and succession planning.
- Any other duties and responsibilities as directed by the Human Resources Manager.

## **Knowledge and Skills**

- Payroll processing expertise – ADP Payroll knowledge a plus
- Excel spreadsheet development
- Employee Benefits
- Power Point Presentations
- Document merging
- ERP Knowledge
- Strong organizational and time management skills

## **Education Requirements**

- Bachelor of Science Degree in Human Resources
- SHRM Certification a plus

## **Experience Requirements**

- Two years minimum of experience, 5 years preferred in Human Resources; in a manufacturing environment preferred.

Please submit resume to:

Human Resource Department  
4210 Doyle Drive  
Lewiston, MI 49756

[hr@starcutter.com](mailto:hr@starcutter.com)