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Human Resources Generalist

Job Category: Human Resources

Requisition Number: HUMAN001153

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Posted: April 25, 2022

Full-Time

Bozeman, MT 59718, USA

Job Details

Description

Who We Are

Headquartered in US - Colorado, with over 700 employees working *The Mesa Way* globally, Mesa is entering a new phase of growth capitalizing on our 11 product lines, 8 service lines and 7 production plants. Mesa Labs monitors and maintains higher standards in any environment, from the air we breathe to the critical moments of life saving care. Whether it's environments, products or people, Mesa is committed to protecting the vulnerable.

Position Summary

The HR Generalist is an operational HR role for the departments it supports. The Generalist will support line managers in the employee lifecycle processes such as recruitment, onboarding, employee development, performance management, employee relations, labor law and compensation reviews. The Generalist will report to the corresponding HRBP. They will be part of a quickly growing HR team and need to be able to both collaborate effectively and execute decisions autonomously.

Key Job Responsibilities

- Partners with the company Center of Excellence for local individual employee issues including employee relations, retention, performance, engagement
- Providing HR Business Partners with accurate data to drive the overall people objectives and strategy
- Actively support HRBP BU initiatives including training, projects, events.
- Provide annual Performance Management review administration
- Facilitate Employee Engagement initiatives to support managers on data collection, coordinate team feedback and action plans to ensure follow up on commitments
- Maintain local and national labor law awareness and coach others for compliance
- Support Talent Acquisition efforts in following best practices from budget approval through offers and onboarding.
- Design interventions for ongoing team-based conflict. Help facilitate disciplinary action.

- Develop and promote feedback mechanisms for employees to influence the continuous improvement of HR service and processes
- Advise and support managers with employee relation issues.
- Point of contact for employee life cycle experience such as leaves, probations, etc.
- Partner with managers to ensure the onboarding of new employees over their first 90 days
- Conduct Exit interviews as applicable ensuring learning from these are captured and fed back to HRBP for analysis.
- Maintenance of data & employee changes in United Kronos Group UKG for relevant areas, looking at ways to continuously improve our practices and ways of working with our global COE
- Transaction processing and reporting (onboarding data, termination data entry)
- Advise managers on HR policies, practices, and local regulatory requirements to resolve manager and employee policy queries linked to core HR processes and topics such as leaves, probation, performance management, reward, mobility and much more
- Coordinates with appropriate plant resources on employee safety and compliance (OSHA)
- Union negotiations (as needed and when applicable)

Qualifications

Education

- Bachelor's degree in Business, HR or related field or equivalent amount of work experience in a similar role

Experience and Required Skills

- 2 years minimum experience in a HR Generalist role
- Experience in a role that managed a broad range of HR activities either as a small business generalist, or a large company specialist role
- Ability and experience in managing a variety of employee relations issues to resolution
- Experience with HR Information Systems and management of confidential data, preferably with United Kronos Group, UKG HRIS, Payroll systems
- Proficient experience and knowledge of Microsoft Word, Excel, SharePoint, PowerPoint
- Strong customer service orientation
- Passion for process improvement and efficiency
- Knowledge of local labor laws and safety requirements
- Self-motivated and ability to take initiatives
- Problem solving skills
- Ability to collaborate with others and build trust and credibility
- Ability to communicate effectively both verbally and in writing
- Advanced level of team related work environment; ability to develop and maintain strong working relationships
- Experience in the Medical Device, Biopharma or Life Sciences industry preferred

The Culture

The Mesa Way is our customer focused, lean-based system for efficiently and effectively operating a set of high-margin, niche businesses.

It is based on four pillars:

MEASURE WHAT MATTERS: We take the customer's perspective, our "True North", both to measure what matters most to customers and to set absolute standards for performance. We manage to leading indicators, which drive us to proactively avoid problems.

EMPOWER TEAMS: We move decision making as close to the customer as possible and provide the structure and real time communication forum to align the whole organization behind surpassing customer expectations.

STEADILY IMPROVE: We leverage a common and proven set of Lean-based tools to prioritize our biggest opportunities, address those opportunities at root cause, and enable change to be embraced and implemented quickly.

ALWAYS LEARN: We ensure that improvements are sustained, enabling us to raise performance expectations and repeat the cycle of improvement. Equally, this cycle strengthens the Mesa team by providing endless learning opportunities for our employees and helps us to become an employer of choice in our communities.

Work Environment and Physical Accommodations:

The HR Generalist supports the employees in our Bozeman facility.

Work location is a hybrid model – located near Bozeman, MT with the ability to be on-site as needed.

Typical office work environment setting, sitting for extended periods of time while working on a computer.

Mesa Labs is an Equal Employment Opportunity Employer.

Mesa Labs prohibits unlawful discrimination and harassment against applicants or employees based on age, race, sex, color, religion, creed, national origin or ancestry, disability, military status, sexual orientation, or any other status protected by applicable state or local law.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

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