**Human Resources Generalist**

Neapco, a world class manufacturer of driveline components, is seeking an experienced Human Resources Generalist to join our HR Team at the Beatrice, NE location.

General Responsibilities include: Assist with implementation and administration of programs, procedures, and guidelines to help align the workforce with the strategic goals of the company. Participation in implementing department goals and objectives. Maintain employee-related databases. Prepare and analyze reports necessary to carry out the functions of the department. Recommend employee relations practices to promote team member morale and motivation. Assist in recruiting and on-boarding. Provide day-to-day benefits administration and benefits orientation. Administers disability and worker's compensation claims. Assists with the company-wide committees, including wellness, training, health and safety. Partners with finance and payroll. Complies with governmental, legal and reporting requirements.

Knowledge, Skills and Abilities: Minimum 5 years of Human Resources experience. Experience in policy administration, leave management (STD, LTD, FMLA), benefits enrollment, employee relations. Excellent verbal and written communication skills. Knowledge of state and federal regulations. Proficient in Microsoft Office. Strong analytical and organizational skills, with attention to detail. Bachelor's degree in Human Resources or related degree preferred.

Potential advancement to Human Resources Management Position.

Submit resume to careers\_nc@neapco.com. Equal Opportunity Employer