Hexagon Agility is the leading global provider of highly engineered and cost-effective compressed natural gas, liquid natural gas, propane, and hydrogen fuel systems and Type 4 composite cylinders for medium- and heavy-duty commercial vehicles. Our portfolio of products also includes the production of high-performance, modular battery packs for commercial vehicles. Our solutions enable the safe and effective use of natural gas, propane, and hydrogen as a transportation fuel. These clean fuels reduce greenhouse gas and other air emissions and save money for fleet operators and their customers. To learn more about Hexagon Agility, please visit our website at [www.hexagonagility.com](http://www.hexagonagility.com/)

We are currently seeking an **HR Generalist** for our Lincoln, NE facility.

**Overview**

The HR Generalist will run the daily functions of the HR Department including hiring and interviewing staff, administering pay, benefits, enforcing company policies and practices, and assisting HR Business Partner. This is a very busy, fast paced position requiring flexibility, creativity, and a drive to be successful.

**Responsibilities**

* Recruits for open positions, arranging interviews with hiring managers for open positions; collaborates with department supervisors/managers to understand skills and competencies required for openings
* Works with HRBP and Training Coordinator to create, train, and track progress of training for all personnel
* Conducts or acquires background checks and employee eligibility verifications.
* Implements new hire orientation and employee recognition programs.
* Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
* Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
* Attends and participates in employee disciplinary meetings, terminations, and investigations.
* Responsible for maintaining current and complete personnel files
* Data entry of information into the HRIS system
* Assist in coordination and implementation of wellness program and company events
* Performs other duties as assigned

**Knowledge, Skills and Abilities**

* Excellent verbal and written communication skills.
* Excellent interpersonal, negotiation, and conflict resolution skills.
* Excellent organizational skills and attention to detail.
* Excellent time management skills with a proven ability to meet deadlines.
* Strong analytical and problem-solving skills.
* Ability to prioritize tasks and to delegate them when appropriate.
* Ability to act with integrity, professionalism, and confidentiality.
* Thorough knowledge of employment-related laws and regulations.
* Proficient with Microsoft Office Suite or related software.
* Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

**Credentials and Experience**

* High School Diploma minimum; Bachelor's or Associates Degree in Human Resources, Business Administration, or related field preferred
* 3 - 5 years of human resource management experience preferred

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands**

* Ability to sit up for 8 hours or more per day with occasional standing/walking
* Must be able to access and navigate each department at the organization’s facilities

**Disclaimer**

The above statements are intended to indicate the general nature and level of work performed by employees within this position.  They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of employees assigned to this job.

Hexagon Agility is an equal opportunity and affirmative action employer and ensures that all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, national origin, disability or veteran status.