

Human Resources Generalist
Shakopee, MN

The SBS Group of Companies is seeking an experienced Human Resources Generalist to assist HR Manager with day to day administration and execution of HR policies and functions.

SBS was founded in 1997 to provide our customers with airfreight and surface transportation services. With growing demand for additional time sensitive and high service level transportation services, we expanded our service offerings in all areas including international import airfreight, ocean transportation, warehousing, and US customs services.

As part of the team, the HR Generalist is responsible for the following:

- Recruitment
- On-Boarding
- Benefits administration
- FMLA/LOA
- Work Comp
- Assist with Policy implementation
- Data entry in/Maintains HRIS record and employee files

Hours are standard office hours, M-F. Salary is paid hourly; benefits include Medical, HSA with contribution, Dental, 401k with match, PTO, Holiday, LTD and others.

This position requires:

- Bachelor's Degree in Human Resources or related field and 2-3 years of direct work experience in manufacturing or distribution industry
- OR Associates Degree and 3 -5 years of direct work experience in manufacturing or distribution industry
- PHR or SPHR preferred
- Ability to handle fast pace and high volume
- Impeccably organized and strong attention to detail

Primarily officed in Shakopee location; one day per week in St. Paul. Occasional additional travel required.

For consideration, please reply with your resume and cover letter.