

Human Resource Generalist

At **MasterCraft**, we believe in putting people first—championing respect, collaboration, and continuous growth. Our culture thrives on creativity, encouraging every team member to bring their unique perspective and passion to the table. What truly sets us apart is our unwavering commitment to excellence and the genuine care we extend to both our customers and our colleagues. Join us at MasterCraft, and discover a workplace where your ideas matter, your contributions are valued, and your career can flourish.

As a **Human Resource Generalist**, you will be responsible for supporting various HR functions including recruitment, onboarding, employee relations, benefits administration, compliance, and performance management. The ideal candidate will be a collaborative team player with strong interpersonal skills and a passion for fostering a positive workplace culture.

Key Responsibilities

- Assist in the recruitment process including job postings, screening candidates, and coordinating interviews.
- Facilitate new hire onboarding and orientation programs.
- Administer employee benefits and respond to related inquiries.
- Support employee relations efforts by addressing concerns and resolving conflicts.
- Maintain HR records and ensure compliance with federal, state, and local employment laws.
- Assist in the development and implementation of HR policies and procedures.
- Coordinate training and development initiatives.
- Support performance management and employee engagement programs.
- Participate in HR projects and initiatives to improve processes and employee experience.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or related field.
- 2–4 years of HR experience preferred.
- Knowledge of employment laws and HR best practices.
- Strong communication and interpersonal skills.
- Ability to handle sensitive and confidential information with discretion.
- Proficiency in HRIS systems and Microsoft Office Suite.
- SHRM-CP or PHR certification is a plus.

What We Offer

- Competitive salary and benefits package
- Opportunities for professional development
- Inclusive and collaborative work environment

How to Apply: Interested candidates are invited to submit their resume to humanresources@mastercraft.com