

JOB POSTING

Position: Human Resource Generalist – Baraboo Office

Reports to: President and Chief Executive Officer

FLSA Status: Exempt

Date of posting: July 29, 2022

Application Deadline: August 22, 2022

To apply: Email, fax, or mail resume and cover letter to:
Equity Cooperative Livestock Sales
Julie Klitzke, Executive Administrative Assistant
PO Box 1003
Baraboo, WI 53913
Fax (608) 356-7999
jkklitzke@equitycoop.com

Essential Functions:

- Promotes the advantages of doing business with and working for Equity Livestock
- Acts in compliance with all State and Federal Rules and Regulations that apply employment
- Ensures compliance with all Equity policies and procedures
- Maintain Human Resource documentation
- Talent Acquisition and Recruitment
- Onboard New Employees
- Administer Employee Benefits
- Oversee FMLA Leave
- Manage Workers' Compensation Claims
- OSHA Reporting, Posting, and Files
- Administer employee tenure program
- Process employee terminations
- Promote a safe work environment
- Other duties, as assigned.

Qualifications:

- Bachelor's degree in Human Resources, Business Management, or equivalent experience
- Energetic, positive, can-do attitude
- Superior organization skills and ability to prioritize
- High attention to detail
- Good communication and interpersonal skills
- Excellent proof reading and editing skills
- Proficient computer user, especially Microsoft Office (Word, Excel, Outlook)
- Agriculture background with livestock understanding preferred