



HUMAN RESOURCES GENERALIST

Provides payroll, HR and benefits administrative support to the 600+ employees and managers of the Nautique Boat Company. A dedicated individual that works within the HR department to achieve the company's strategic goals while fostering a culture dedicated to innovation, collaboration, and the Nautique Cares program.

ABOUT US

Celebrating 93 years of excellence in the marine industry, Nautique, is a subsidiary of Correct Craft and has been on the waters of the world with a passion for innovation since 1925. Located in East Orlando, Nautique is known to push the envelope of possibility on the water. Over the years, our owners have come to expect nothing but the absolute best. The Ski Nautique 200 has changed waterskiing with 22 world records, the G-Series has won numerous awards for wakeboard boat and wakesurf boat of the year while unlocking new possibilities in wakeboarding and wakesurfing, and our Sport Series has given families endless days on the water without compromise. Through our Nautique Cares initiatives we are dedicated to not only making a difference on the water, but to people in need around the world. Visit our website at www.nautique.com

POSITION DESCRIPTION

We are looking for a fun loving, HR Subject-Matter Expert for our team! The ideal candidate is a self-starter who loves to work with employees and enjoys working as a change agent within our company. With your stellar organizational skills, you will represent the HR team as we develop new and improved processes to support us as we grow. As a member of the HR team, you will support and care about our employees, and will be called upon to demonstrate an open-minded and fair point of view when interacting with employees. The ideal candidate must have excellent written and verbal communication skills, be detail-oriented, organized, and a good multi-tasker. Additionally, the role will require good listening skills, empathy, impartiality and the ability to maintain confidentiality. Experience with ADP is a plus.

KEY RESPONSIBILITIES

- Provide HR support and culture ambassador for 600+ employees and leaders at our fast-paced manufacturing facility
- Performs all payroll functions including attendance tracking, benefits and 401k administration.
- Ensures policies and procedures are applied fairly and consistently by front-line supervisors and managers.
- Plans and participates in employee events, philanthropy efforts and wellness programs.
- Designs and conducts new hire orientation or on-boarding activities as well as training and development of company leaders.
- Acts as a liaison between vendors, billing departments and employees.
- Helps employees and management with conflict resolution, answers payroll questions and provides guidance in the administration and implementation of HR policies.

- Handles employee relations counseling, employee service issues, termination documentation and exit interviewing
- Maintains employee files and all relevant documentation.
- Ensure consistent compliance to all federal, state and city Employment and Labor laws.

KNOWLEDGE AND SKILL REQUIREMENTS

- Proficiency in ADP or comparable HRIS/Payroll system.
- Bi-lingual in Spanish preferred.
- Must exhibit excellent communication written and verbal skills.
- Bachelor's Degree in Human Resources, Business Administration, or equivalent combination of education and experience.
- Minimum of 3- 5 years in Human Resources experience required with 2 years in a manufacturing or construction environment a plus.
- PHR or SHRM certification a plus.
- Proficiency in Microsoft Office products required.
- Detail-oriented, organized, and able to multi-task and adapt to rapidly changing demands and priorities.

Job Type: Full-time

We offer attractive, competitive benefits including: medical, dental, vision, life, STD, LTD, paid vacation, paid personal days, education assistance, and a 401K plan.

Qualified Applicants can apply at www.nautique.com/careers, by email at hrapp@nautique.com

Follow us on Facebook at Nautique Boat Company Careers.

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