

JOB DESCRIPTION



Employer Information

Organization Name: Five Star Cooperative

About Our Organization: Five Star Cooperative is an agricultural cooperative providing agricultural products and services to its member owners and customers in Northeast and North central Iowa.

Job Description

Job Title: HR Generalist

Hours/Week: 40 hours per week with more hours required as needed

FLSA Status: Non-Exempt

Reports To: Human Resources Director

Job Objective:

The Human Resource Generalist (HR Generalist) is responsible for completing a variety of tasks to support the daily operations of the HR department. This position has a strong focus on job recruitment. Incumbent will research, develop, and implement effective recruiting and staffing strategies to attract a pool of qualified and capable talent for the organization. Incumbent will assist with identifying, recruiting, and screening potential employees for specific positions in a client's company or organization.

The HR Generalist will also coordinate with the Marketing & Communications Director to assist with the management and effectiveness of social media platforms and Five Star's website. Will also assist with other tasks and projects as needed.

Incumbent maintains efficiency in a manner that will optimize the cooperative's market share and savings, improve the cooperative's efficiency, help achieve the cooperative's mission and goals, and result in outstanding customer service.

This position will maintain a positive attitude that promotes team work within the accounting department, as well as within the cooperative and upholds a favorable image of Five Star Cooperative at all times.

Qualifications:

Education:

- High school diploma or equivalent required.
- Post high school training at the college or vocational level preferred (experience may be substituted for education)

Experience:

- Strong written and verbal communication skills necessary
- Computer skills required – Proficient in Microsoft Word and Excel
- Good customer service skills and approach necessary
- Ag background a plus
- **License, Certificate, or Registration:** Valid driver's license
- **Basic Skills:** Speaking, Writing, Reading Comprehension, Listening, Monitoring, Judgement and Decision Making, Time Management

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Job Summary and Primary Duties:

- Develops, facilitates, and implements all phases of the recruitment process
- Collaborates with HR Manager and department managers to identify and draft detailed and accurate job descriptions and hiring criteria
- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and needs of the organization
- Assists with job posting and advertisement processes
- Attends and participates in college job fairs and recruiting sessions
- Develops and maintains relationships with trade area communities, schools, and groups such as FFA, 4H, etc. to educate and foster potential future candidates
- Maintains high level of confidentiality
- Performs customer service functions by answering employee requests and questions.
- Assists with hiring and onboarding process as needed.
- Coordinates with Marketing & Communications Director on timely job postings and managing the social media platforms and Five Star Website.
- Helps with other projects as needed

Maintenance & Safety:

- Observe OSHA, state, and federal safety regulations
- Maintain clean and neat facilities
- Maintain housekeeping and sanitation standards
- Upholds Five Star's Safety regulations and procedures

Service and Skills:

- Excellent customer service required – Applicant must be neat and approachable
- Commitment to excellence and high standards
- Strong interpersonal skills; proficient in use of Microsoft Excel and Word
- Excellent telephone skills and ability to operate office equipment – Applicant must promptly and courteously answer the phone
- Requires making decisions that affect customers, other employees, Five Star's financial resources, and/or the image and reputation of the organization
- Ability to deal effectively with a diversity of individuals at all organizational levels
- Good judgement with the ability to make timely and sound decisions

Work Context for the Essential Functions of the Job:

- Versatility, flexibility, and willingness to work within constantly changing priorities with enthusiasm
- Requires a high level of confidentiality
- Ability to work independently and as a team player
- Requires face-to-face and telephone communication with individuals, customers, or teams daily
- Opportunities to make decisions without supervision
- Requires being exact or highly accurate
- Requires repeating the same physical or mental activities
- Requires meeting strict deadlines daily to ensure customer service
- Requires work with external customers or the public

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- Responsible for work outcomes and results

Other Duties:

- Check with other departments to see if help is needed before going home
- Works as a team member and maintains a positive attitude that promotes teamwork within the cooperative
- Performs other duties as assigned by management – employee's duties may change according to the changing needs of the company
- Must be able to climb stairs, reach above, below, and at shoulder level

Work Conditions and Environment

Job is primarily indoors in an office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job is performed indoors or outdoors in weather extremes of Northern Iowa. Exposure to dust from feed, grain, or fertilizer products

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Physical Abilities

- **Far Vision**—The ability to see details at a distance.
- **Near Vision**—The ability to see details at close range to complete detailed paperwork and computer work (within a few feet of the observer).
- **Reaction Time**—The ability to quickly respond (with the hand, finger, foot) to a signal (sound, light, picture) when it appears.
- **Static Strength**—The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- **Response Orientation**—The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.
- **Spatial Orientation**—The ability to know your location in relation to the environment or to know where other objects are in relation to you.
- **Depth Perception**—The ability to judge which of several objects is closer or further away from you, or to judge the distance between you and an object.
- **Extent Flexibility**—The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- **Multilimb Coordination**—The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- **Manual Dexterity**—The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble or move objects
- **Climbing**—Ability to climb stairs.

Function	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand (depending on day)		X		
Sit (depending on day)				X
Use hands to finger, handle, feel, hold, grasp				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell		X		

Weight	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 lbs			X	
Up to 25 lbs		X		
Up to 60 lbs		X		
Up to 75 lbs	X			
More than 75 lbs	X			

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Disclaimer: This job description indicates the general nature and minimum level of work expected. It is not designed to cover every activity, duty, or responsibility required of the employee. The employee may be asked to perform other duties related to the successful performance of the job.

I, _____, as an Employee of Five Star Cooperative, understand the duties and requirements set forth in this job description. The duties of this job description are not all inclusive. They describe the primary function of the job and are not to be considered a detailed description of every job duty. I understand that neither this job description, nor the signing of, creates a binding employee contract and that my employer reserves the right to assign additional duties as necessary.

Employee Signature

Date

Supervisor Signature

Date