

Human Resources Generalist - Carlyle, Illinois

About Us

Acuity has partnered with Fast Genetics to provide pork producers across North America and worldwide with breeding stock and innovative genetic and reproduction solutions. We work side by side with pork producers and industry partners to build the future of pork production together. It is a future where cutting-edge science and proven farm practices meet, ensuring the health of pigs, producers, and consumers for generations to come.

Opportunity

Acuity is currently seeking a highly motivated individual to fill a full-time Human Resources Generalist position in Carlyle, Illinois. This position is responsible for coordinating the daily functions of the HR department including administering local recruitment, communicating company policies and practices, coordinating employee training and development opportunities, and assisting with the company's Health and Safety Program.

This position will include the following responsibilities and day-to-day functions but is not limited to:

- Assisting with local recruitment, orientation, and focusing on retention,
- Assisting with foreign recruitment and their settlement within the communities,
- Providing advice and guidance on Human Resource concerns, company policies and practices,
- Assisting with the developing, coaching, and ensuring adherence to Human Resource and OSHA policies and programs, and PQA,
- Assisting with leadership development,
- Supporting the implementation of new human resource solutions,
- Supporting the development of employment-related training materials and communication,
- Ensuring accurate time and absence management records, payroll documentation, personnel files and enrolment forms,
- Completing data entry into various human resources systems and generating required reports,
- Other duties as assigned.

The successful candidate would ideally possess the following qualifications and experiences:

- Post-secondary degree or two-year diploma in human resources,
- 1-3 years of experience in a similar role,
- Pig production experience (preferred, but not mandatory),
- Excellent verbal and written communication skills,
- Proficiency with Microsoft Office Suite,
- Track record of innovative thinking and implementing changes in an organized manner,

- Strong initiative, time management skills and demonstrated commitment to providing excellent customer service,
- Proven ability to work in a fast-paced environment while maintaining confidentiality,
- Shares in Acuity and Fast Genetics' core values.

What we offer

- Salary is based on the successful candidate's experience and qualifications,
- Employee referral program,
- Comprehensive benefits package including 401k,
- Inclusive work environment,
- Dynamic and challenging work for talented individuals.

If you are interested in this opportunity, please send your cover letter and resume to:

careers@fastgenetics.com

Attention: Human Resources **Subject Line:** Human Resource Generalist

This position will remain posted until filled. While we appreciate all applications we receive, only candidates under consideration will be contacted. Fast Genetics is an equal opportunity employer, and all qualified candidates will receive consideration.