

Human Resources Generalist II - Lebanon

Joy Global solves mining's toughest challenges by providing advanced equipment, systems and direct services to the global mining industry. We partner directly with our customers, enabling them to achieve zero harm, the highest production and lowest lifecycle cost for their mining operations. Joy Global's industry-leading product brands include P&H, Joy and Montabert and our integrated technology, services and solutions are a critical component of mining operations in a variety of commodity markets including energy, hard rock and industrial minerals. Visit www.joyglobal.com for more information

Responsibilities

Administers human resources policies and procedures that cover two or more functional areas. Processes time and attendance weekly. Collects and analyzes HR data, and then makes recommendations to management. Processes paperwork for functional area according to established procedures. May prepare internal employee communications regarding compensation, benefits, or company policies.

Qualifications

Requires a bachelor's degree in a related area and 2-4 years of manufacturing experience in the related area. Familiar with standard concepts, practices, and procedures within the Human Resources field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. SHRM certification a plus.

Good communication skills and ability to assist in coaching and training hourly employees, engineers, as well as management.

Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Must be self-directed, organized, efficient and have good planning, communication and organizational skills. A certain degree of creativity and latitude is required. Must be willing to travel to Lexington weekly to provide HR support to the Engineering and Product Development Team.

Microsoft, SAP, Kronos or similar software required. Works under Lebanon and Winfield HR Managers general supervision.

Qualified candidates may apply online at: <http://careers.joyglobal.com>

Joy Global Inc. offers an excellent benefit package including 401(k), medical, dental, vision and life insurances, wellness programs, tuition reimbursement and more. We offer excellent benefits, a continual focus on training and development and a financially sound company in a growing industry.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Please visit our website <http://careers.joyglobal.com> for more details on these positions. We accept information from candidates regarding our employment opportunities solely through our website and we welcome you to apply through the Careers section.

The logo for Joy Global, featuring the word "JOY" in red and "GLOBAL" in grey, both in a bold, sans-serif font.