

Description

HR Generalist I, II, III Grade: 11, 13, 15 Salary Range: Compensation is dependent upon pay grade and experience

Summary and Mission: Founded in 1973 by health-conscious individuals, we have grown from one culturally iconic store to two locations in the Treasure Valley of Southwest Idaho. The Co-op has over 30,000 Co-Owners, 200+ employees, and \$42M in annual revenue.

As part of our guest-oriented team, you'll help us create an experience that makes our community as excited for honest food as we are. When you work at the Boise Co-Op, you're helping us create a healthier community. You're working alongside an enthusiastically dedicated team that brings their passion and pride to all that they do. You will deliver a welcoming shopping experience by providing a world class customer service experience for our guests.

What we are looking for: You might be a great match if you: get excited about working in a fun and energetic environment. Love providing world-class customer service to our guests that help them leave our store feeling good about their purchases.

Primary Skills, Abilities, and Responsibilities:

Excellent knowledge of ADA and FMLA practices, legal requirements, and compliance needs Experience in coordinating employee development plans and performance management Demonstrated experience with recruitment processes Participate in developing organizational guidelines and procedures Excellent researching, observing, and interpersonal skills, with a proven ability to resolve conflicts Outstanding skills to produce and submit reports on general HR activity Deep understanding of Labor Law and employment equity regulations Proven ability to successfully investigate complaints brought forward by employees Establish a high level of credibility and manage strong working relationships with external parties including internal and external customers Proven ability to act as a liaison between employees and leadership to answer questions or concerns regarding company policies, practices, and regulations Excellent ability to effectively communicate and interpersonal skills, including ability to manage communications and working relationships between all departments within the organization Demonstrated ability to manage multiple demands and meet deadlines; be detailed and organized Partner with HR Director to ensure alignment regarding company culture and accountability Proven ability to handle high levels of pressure and critical decision-making High integrity and openness combined with commitment to good governance Highly motivated with an inquiring mind and passion for excellence and innovation in pursuit of business growth and success Degree in Human Resources or certification required Superb computer literacy with capability in email, MS Office, and HR software Familiarity with Cooperative Principles and the cooperative business model preferred Successfully pass criminal background check.

Confidentiality

Due to the sensitive nature of the information dealt with, all job-related information will be held in strictest confidence unless otherwise directed by the Human Resource Director.

Secondary Skills, Knowledge, and Abilities:

Willingness to work more than forty hours per week, including weekends, holidays, and vacations coverage Maintain strict job-related confidentiality, attend trainings as necessary, manage workload and prioritize tasks Develop a strong workplace morale by encouraging employees, helping them develop professionally by achieving individual goals, and objectives Model leadership and work ethic by

demonstrating objectivity, neutrality, and calmness under pressure Uphold the vision of the Boise Co-Op, including emulating the mission statement and core values Motivate and access team members performance in alignment with core values Maintain department schedules, finalize time clock entries for staff prior to payroll deadlines, hold regular meetings with the department staff, and ensure staffing levels are in line with approved labor expense to sales Always act with the highest level of ethics and integrity, take on new responsibilities, communicate company goals, safety practices, and deadlines to the team, and stay informed by reading organization correspondence Implement procedures for product handling to ensure proper rotation of displays and optimal stock levels Maximize merchandising opportunities by building engaging, well-planned, product sets/displays that draw in consumers and ensures that all products are accurately labeled for description, ingredients, and price Working with category management, negotiate with suppliers for favorable prices, terms, quality, and delivery Actively solicit input, provide evaluation, and feedback and offer constructive feedback when necessary Knowledge of principles, practices, theories and objectives of leadership, supervision, and training Effectively plan, manage, and coordinate staff to conduct the business within the department Communicate with staff, colleagues, and leadership regarding all business-related matters Excellent interpersonal skills, including the ability to manage communications, learn quickly, and build relationships with all levels of the organization; anticipates guests and store needs by evaluating the environment Deliver world class customer service to all guests by discovering and responding to their needs Ability to handle multiple demands, work under pressure, and meet deadlines Maintain regular and consistent attendance and punctuality, with or without reasonable accommodation Ability to communicate standards, expectations, policy changes and product knowledge to staff Must comply with all company and departmental policies and procedures Ability to ensure staff is trained in all aspects of the department, including customer service, ordering, and pricing, stocking, storage, rotation, displays, safe work habits, receiving and handling freight and invoices Physical Demands and Working Environment: The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a grocery store setting with extensive public contact and frequent interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

It is the policy of Boise Co-Op that qualified individuals with disabilities not be discriminated against because of their disabilities in regard to job application procedures, hiring, and other terms and conditions of employment. It is further the policy of Boise Co-Op to provide reasonable accommodations to qualified individuals with disabilities in all aspects of the employment process. Boise Co-Op is prepared to modify or adjust the job application process or the job or work environment to make reasonable accommodations to the known physical or mental limitations of the applicant or employee to enable the applicant or employee to be considered for the position he or she desires, to perform the essential functions of the position in question, or to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities, unless the accommodation will impose an undue hardship. If reasonable accommodation is needed, please contact the HR Department by phone (208)472-4500 or in person at 888 W Fort Street, Boise ID 83702

Requirements Candidate must be willing to split time between both locations.

Interested applicants my apply at <https://recruiting.paylocity.com/recruiting/jobs/All/ec45eb19-e4af-4caf-aeb0-aff4645e4d24/Boise-Co-op>