



Job Title	Human Resources Generalist	Job Type	Part-Time
Job ID	1003	Job Post Date	03/17/2025
Location	Holland, Ohio	Start Date	ASAP

Job Description:

In this position you will assist the Controller in overseeing various aspects of the employment process, including, but not limited to recruitment, onboarding, benefits administration, payroll support and maintenance of the work force.

Essential Job Functions

1. Help the various company departments with recruitment, including writing the job requirements and screening applicants.
2. Manage the onboarding process of new employees.
3. Administer benefits, such as health insurance and retirement plans.
4. Ensure the company follows employment laws and practices
5. Develop policies and strategies to support the company's goals
6. Conduct exit interviews.
7. Coordinate and provide training to employees.
8. Performs other related duties as assigned by supervisor.

Job Specific Requirements

- **Attendance:** Regularly scheduled attendance of 20 hours per week. The days and hours worked each week are negotiable, but must be consistent once established.
- **Environmental:** Shop environment occasionally subject to varied weather conditions and elevated noise levels.

Education and Experience

- Be at least 18 years of age.
- High School graduate or equivalent required.
- College degree in the Human Resource Management sciences preferred, but not required.
- Have a minimum of 2 years experience in the Human Resource Management field.
- Be authorized to work in the United States.
- Must have a valid driver license and good driving record.
- Must understand, read, and write English.
- Possess organizational skills and maintain strong attention to detail.
- Must be well versed in Microsoft Office applications, including Word, Outlook, Excel and PowerPoint

- Possess polished and professional interpersonal skills with a positive attitude and a customer-oriented mindset
- Must have well-developed people skills and ability to work with a variety of personalities.
- Able to coordinate multiple priorities and meet deadlines.
- Able to handle interruptions and a fast-paced environment.
- Be self-motivated and able to motivate others.
- Ability to work in a safe professional manner adhering to all regulatory requirements including state and federal regulations.

Company Description:

Turbine Standard is a large maintenance, repair and overhaul (MRO) facility specializing in the Honeywell TPE331, Pratt and Whitney PT6A and General Electric CT7 turboprop engines as well as engine accessories and components. With two locations to serve our customers, we are problem solvers at heart, dedicated to continuously bringing creative solutions that exceed expectations of quality, turn-around time and pricing. Our team sets the standard for maintaining turbine engines.

Only as a full-time employee are you eligible for company benefits.

Turbine Standard is An Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, political affiliation, marital status, pregnancy, sex, sexual orientation, gender identity, national origin, military/veteran status, age or any other federally protected status and will not be discriminated against on the basis of disability.

Disclaimer: The above statements are intended only to describe the general nature and level of work required of the referenced position; they are not intended to be an exhaustive list of all responsibilities, duties, and skills required of individuals in the position. Please be advised that the duties and expectations of this position may be subject to change.