

JOB DESCRIPTION

Job Title:	HR Generalist	Job Department:	Human Resources
Location:	Cedartown, GA	Travel Required:	< 15 %
Reports To:	Director of HR	Position Type:	Exempt

About Us:

Sheboygan Paint is a Privately Owned, General Industrial Paint Manufacturer, with national paint distribution capabilities and a diverse compliant product portfolio. Established in 1921, Sheboygan Paint Company is ranked 20th among US Paint Companies and excels at manufacturing innovative coating solutions. We are implicitly trusted and rewarded for adding premium value to each targeted customer's industrial coatings process and aim to be the most recognized family-owned industrial paint company in America.

Job Purpose:

We're seeking an **HR Generalist** who is passionate about people, process, and creating a positive workplace culture. In this role, you'll serve as a trusted partner to employees and leaders, supporting everything from onboarding and benefits to employee relations and HR operations. If you thrive in a collaborative environment and enjoy making a meaningful impact, this is the role for you.

Responsibilities:

- Serve as the primary point of contact for employees with HR questions, providing guidance with empathy and professionalism.
- Manage the employee experience from onboarding to offboarding, ensuring a seamless and values-driven experience.
- Support benefits programs, helping employees understand and maximize their options
- Partner with leaders to support employee relations and performance management in a fair and collaborative way.
- Keep employee records accurate and up to date, maintaining data integrity in our HRIS (UKG experience is a big plus here!).
- Generate HR reports and insights to support decision making and continuous improvement.
- Stay informed on employment laws and HR best practices to ensure compliance and a positive employee experience.

Requirements:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- 3–5 years of broad HR experience, including employee relations, benefits, and HR systems.
- Familiarity with HR systems; **UKG experience is preferred.**
- Experience with benefits and payroll processes is highly valued.
- Strong communication skills with the ability to build trust across all levels of the organization.
- Highly organized, detail-oriented, and capable of managing multiple priorities.
- A collaborative team player with a people-first mindset.

Physical Demands:

- Prolonged periods of sitting at a desk and working on a computer.
- Occasional standing, walking, bending, or reaching.
- Ability to lift 15–25 pounds (for files, office supplies, or equipment).
- Clear verbal and written communication for employee interactions, presentations, and meetings.
- Ability to travel occasionally.

Why You'll Love Working Here

- Make a real impact by shaping employee experiences and supporting a thriving workplace culture.
- Be part of a team that values innovation, continuous learning, and mutual support.
- Enjoy competitive pay, comprehensive benefits, and a company that genuinely cares about its people.