



Title: Human Resources Generalist
Department: Human Resources
Reports to: Human Resources Director
Travel: Occasional
Location: On Site Monday-Friday in Cincinnati (West Chester), OH

Why Join Us?

At Ace Sanitary, we believe our people are our greatest asset and a key driver of our continued growth. You will join a fast-growing, values-driven organization where HR has a visible opportunity to strengthen talent development, retention, supervisor capability, and team communication in a hands-on field environment. This role is ideal for someone who wants to build practical programs, partner closely with leaders, and create the conditions for employees and teams to do their best work.

In your first year, you will:

- Build trusted relationships with field teams, supervisors, and leaders across the organization.
- Strengthen onboarding, communication, and engagement practices that help employees feel connected and prepared to succeed.
- Develop practical employee growth and retention initiatives that support a fast-growing business.
- Partner with supervisors to improve hiring, coaching, feedback, and performance conversations.
- Help reinforce a culture rooted in safety, accountability, teamwork, and investment in people.

Position Summary:

Join a team where people are the foundation of success. As our Human Resources Generalist, you will help shape how Ace Sanitary develops, retains, and supports talent in a growing business. This role offers the opportunity to make a meaningful impact across the employee lifecycle, from recruiting and onboarding to supervisor partnership, employee development, performance support, communication, and culture-building.

You will serve as a trusted partner to employees and leaders, helping translate business needs into practical people solutions that strengthen teams. The ideal candidate is energized by building relationships, improving communication, coaching supervisors, solving day-to-day challenges, and creating programs that help employees grow while helping the business succeed.

What You'll Do:

- Builds strong working relationships with employees and leaders to understand team needs and identify opportunities to improve engagement, retention, and performance.
- Creates and supports employee development and retention initiatives that foster growth, engagement, career advancement, and stronger supervisor-employee relationships.
- Identifies and helps implement culture enhancers such as improved communication routines, recognition practices, team investment opportunities, and supervisor development tools.
- Partners with Talent Acquisition and department leaders to recruit, assess, and hire qualified candidates who align with role requirements, team needs, and company values.
- Leads onboarding and offboarding programs, with an emphasis on clear communication, supervisor alignment, and a positive employee experience throughout the employment lifecycle.

- Manages time and attendance, including approving timecards and tracking attendance, to ensure accuracy, compliance, accountability, and timely follow-up with supervisors.
- Administers HR programs such as compensation, benefits, leave, performance and talent management, recognition, productivity, morale, disciplinary matters, disputes, and investigations.
- Supports supervisors through employee relations matters, disciplinary meetings, terminations, and investigations with consistency, fairness, and sound judgment.
- Maintains compliance with federal, state, and local employment laws and regulations, and reviews policies and practices to support compliant, practical HR execution.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Serves as an active member of the Safety Committee and reinforces the connection between safety, accountability, and employee experience.
- Represents the company favorably with employees and third parties, and exemplifies company values.
- Other duties as assigned.

What Makes You Successful:

- Excellent communication, listening, coaching, and interpersonal skills.
- Builds trust with employees, supervisors, and leaders through integrity, professionalism, confidentiality, and consistent follow-through.
- Strong partnership mindset, with the ability to support supervisors in coaching, feedback, accountability, and team development.
- Ability to assess a situation, task, or project and independently take action to address or complete it.
- Curious, proactive, and practical critical thinker.
- Organized and results-driven, with excellent attention to detail.
- Strong analytical and problem-solving skills.
- Works with a sense of urgency, without sacrificing quality.
- Proficient with standard business software and HR-related technology.
- Knowledgeable of employment-related laws and regulations.
- Able to balance employee experience, supervisor effectiveness, and business needs.
- Energized by talent development, retention, culture-building, and helping teams succeed in a growing business.

Culture:

- Actively work to strengthen communication, trust, and a healthy working environment.
- Respectfully listen to concerns and ideas and help turn feedback into practical improvement opportunities.
- Support and participate in company functions and initiatives that build connection and investment in the team.
- Respect confidentiality.
- Embody our values of Integrity, Trust, Creativity and Courage, Teamwork, and Excellence.

Qualifications:

- Bachelor's degree in a relevant field, or equivalent combination of education and experience with minimum of Associate's degree required; degree or concentration in HR preferred
- 3+ years of progressive HR experience, including experience supporting multiple HR disciplines such as employee relations, recruiting, benefits administration, performance management, or compliance.
- Experience in the manufacturing or distribution industry preferred
- HR certification preferred
- Must be able to perform the physical demands of the job such as:
 - Safely navigating a manufacturing environment
 - Extended periods of sitting; occasional standing and walking
 - Using computer and office equipment

- Occasional lifting up to 25 lbs
- Valid driver's license and reliable transportation to drive for occasional business purposes

Attendance Requirements: Attendance on a regular, consistent basis is mandatory.

Accommodations: If you need a reasonable accommodation under the ADA or other state or federal law to perform the essential job functions as listed above, you may request an accommodation in the interview process.

Competitive compensation and benefits package including:

- Quarterly bonus program
- Choice of multiple medical, dental and vision plans
- Health savings account with company contribution
- Company paid life and short term disability insurance
- Flexible spending accounts
- Employee Assistance Plan
- 401k with company match
- PTO
- Paid holidays
- Wellness benefits
- Voluntary benefit choices, and much more!

Signed: _____

Date: _____