

Human Resources Generalist

Productivity Quality Inc.

Our People make the difference.

Building a strong company culture doesn't happen by accident. It takes thoughtful leadership, operational excellence, and people who care deeply about supporting employees and helping the business grow.

We are looking for a HR Generalist to join our team and play a key role in supporting employees, managers, and day-to-day HR operations across the organization. This role is ideal for someone who enjoys balancing hands-on execution with employee support, problem-solving, and process improvement in a fast-paced, growth-oriented environment.

As our business continues to grow and expand its operations, this role will have the opportunity to grow in scope, partner closely with senior leadership, and help build strong teams while maintaining our people-centered culture.

A day in the life.

As our HR Generalist, you'll partner closely with leaders and employees across the business to support key HR initiatives and daily operations. You'll help drive recruiting and onboarding efforts, support employee relations and performance management, administer payroll and benefits processes, and ensure HR practices remain compliant, consistent, and employee-focused.

You'll serve as a trusted resource for managers and employees, helping navigate day-to-day HR matters while contributing to a positive and high-performing workplace culture.

The Role

- Support recruiting, interviewing, hiring, and onboarding activities
- Partner with managers on employee relations, coaching, performance management, and HR best practices
- Administer payroll, benefits, HRIS updates, and employee records with accuracy and confidentiality
- Ensure compliance with employment laws, policies, and HR documentation requirements
- Support employee engagement initiatives and workplace culture efforts
- Assist with HR process improvements and operational efficiencies as the organization grows

We'd love to meet you if your background includes:

- 3–5+ years of progressive HR experience
- Experience supporting multiple HR functions including employee relations, recruiting, payroll, benefits, and compliance
- Strong interpersonal, communication, and problem-solving skills
- Ability to build trust and effective working relationships across all levels of the organization
- Strong organizational skills with the ability to manage multiple priorities in a fast-paced environment

- Ability to handle sensitive and confidential information with professionalism and discretion

Bonus Points if you have the following:

- Experience in manufacturing, distribution, or operational environments
- Experience supporting a growing organization
- Bachelor's degree in Human Resources, Business Administration, or related field

Please submit your resume to HR@pqi.net