



JOB OPENING
HUMAN RESOURCES GENERALIST – Evening Shift

About Us:

At Tegra, we create quality apparel for some of the world's largest athletic brands. We're always looking for new ways to do things – and the results are amazing. Not only do we exceed customer expectations from start to finish, but we're also coming up with innovative solutions that transform the entire industry.

Every role at Tegra is important and makes an impact on what we do. From athletic uniforms for professional teams to apparel for popular athletic brands, you will be proud of the work you do. Our products touch countless people around the world – and it all starts with you.

Position Summary:

We are seeking a strategic Human Resources Generalist to work in a fast-paced HR department to support employees on our night shift. We are looking for someone who can juggle multiple competing priorities and is not afraid to "roll up their sleeves" to accomplish goals. Our HR Generalist must be able to interface and maintain strong relationships at all levels of the organization. The ideal candidate will have a passion for innovative HR solutions and process improvement.

Essential Functions

- Exercise strong, positive employee relations. Ensure processes are in place to maintain a fair, equitable workplace.
- Provide advice and counsel to managers and supervisors regarding policy interpretation and people-related issues such as performance management, leave administration, corrective action, and terminations.
- Demonstrate a high level of professionalism, sense of urgency, and confidentiality to maintain the integrity of the human resources department.
- Support efforts to recruit, screen, and interview job applicants and partner with recruiting and hiring managers to fill job openings.
- Conduct new employee orientation, coordinate onboarding process, complete new hire paperwork, and educate employees regarding the benefits enrollment process.
- Help to create and promote a high-performing culture and best place to work environment.
- Other duties as assigned.

Qualifications/Requirements:

- Bachelor's Degree or higher in Business, Human Resources, or related field preferred.
- 3+ years of human resources experience
- Strong communication, interpersonal, problem-solving, and leadership skills.
- Excellent working knowledge and proficiency in MS Office, HRIS, and other HR-related applications.

Schedule:

- Night shift (Monday through Friday, 4:00 pm – 12:00 am)

Work Remotely:

- No. Must work onsite.

Location:

- Norfolk, VA

To apply, please visit our website: <https://www.tegraglobal.com/careers/careers.php>