

## HR Generalist/HR Business Partner (to Nel Inc. CA)

Join a great company working with a strong sustainable footprint and evenly strong values.

*At Nel Hydrogen, our mission is to strengthen future generations by providing unlimited green energy. Using hydrogen obtained with renewable energy, we are helping the world convert from fossil fuels to emission-free fuels. At our Danish division in Herning, we currently have more than 160 employees, and we expect continued growth in years to come. Nel Hydrogen is a global pioneer in developing and producing hydrogen Fueling solutions - a market that is expected to continue growing in the coming years as the production of hydrogen-based cars, buses, and lorries is going to scale up.*

### **About the position and the Team**

As our new Human Resource Generalist/HR Business Partner you will run the daily functions of the Human Resource support, including hiring and interviewing staff, benefits, and leave, employee relations, training, development and enforcing company policies and practices.

You will be part of the Fueling Sales & Service team in California which today consists of 30 employees in sales, installation, engineering, service, and finance. The Team in CA is responsible for the siting, installation and service of hydrogen fueling stations in California. You will report to GM in Nel Inc. daily but also have professional references to the Leadership Team in Nel Inc. The HR Director in Nel Fueling in Denmark and other HR colleagues in other sites in Nel.

### **Responsibilities:**

Perform tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.

Compensation and Benefit administration:

- Administer and support managers on various C&B questions.
- Assist new hires and current employees with new enrollments and changes.
- Research other wellness, benefit programs or perks to add value over health and well-being of the workforce.

#### Compliance and Regulation:

- Maintains compliance with federal, state, and local employment laws, especially OSHA and recommended best practices; reviews policies and practices to maintain compliance.
- Handle all state and government reporting and stay in compliance with employee records, filing and collecting HR/Benefits documents
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.

#### Onboarding, Offboarding and Recruitment:

- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions.
- Collaborates with departmental managers to understand skills and competencies required for openings.
- Employer branding, creating job post on various sites to align with recruiting campaigns.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Initiated onboard and offboard programs and process.

#### Training and development:

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments, including safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Continue the establishment/documentation of the various HR processes.
- Participation in various corporate projects related to branding, EVP, recruitment, employer branding and communication.

#### Professional qualifications

- Bachelor's degree in Human Resources or equivalent education and experience.
- At least 3 year of human resources experience.
- Thorough knowledge of employment-related laws, regulations, and benefit programs
- Strong computer skills; Microsoft Office, SharePoint.
- Excellent verbal and written communication skills.
- SHRM CA Law HR Specialty Credential; preferred.

Excellent verbal and written communication skills.

#### Personal qualifications

- Ability to act with integrity, professionalism, and confidentiality.
- Excellent time management skills with a proven ability to meet deadlines.
- Proven ability to manage multiple tasks and deadlines.
- Strong relation builder with a natural empathy and "nose" for inter-relational matters.

- Persistent and achievement oriented.
- Likes an informal environment where change is a constant as the company is growing rapidly.

## Apply

To apply, please send your cover letter and resumé to [recruitment@nelhydrogen.com](mailto:recruitment@nelhydrogen.com). Feel free to also contact General Manager – North America Arndt Lutz by phone +1 917 319 8044 or by mail to [arlut@nelhydrogen.com](mailto:arlut@nelhydrogen.com) for further information.

## About Nel

*Nel is a global, dedicated hydrogen company, delivering optimal solutions to produce, store, and distribute hydrogen from renewable energy. We serve industries, energy, and gas companies with leading hydrogen technology. Our roots date back to 1927, and since then, we have had a proud history of development and continuous improvement of hydrogen technologies. Today, our solutions cover the entire value chain: from hydrogen production technologies to hydrogen Fueling stations, enabling industries to transition to green hydrogen, and providing fuel cell electric vehicles with the same fast Fueling and long range as fossil-fueled vehicles - without the emissions.*