

Job Title: HR Generalist / HR Business Partner
Department: Human Resources
Reporting: General Manager
Location: San Leandro, CA

Nel Hydrogen, Inc

2371 Verna Court
San Leandro, CA 94577
USA

T +1 415 734 0070
E info@nelhydrogen.com
W www.nelhydrogen.com

We are a wholly owned subsidiary of an international group headquartered in Oslo, NO and Herning, DK of approximately 400 employees and expect to maintain a strong growth in the coming years. The organization is dynamic, and the culture is informal with flexibility as a key word.

The company is a frontrunner when it comes to the development of hydrogen fueling stations used for the refueling of hydrogen vehicles (passenger vehicles, busses, and trucks). The market for hydrogen stations will maintain its growth in the coming years, as large-scale production of hydrogen cars will be launched in 2019 – 2020 and onwards.

NEL Hydrogen has positioned itself as a global player for the rapidly growing hydrogen economy. Our entity in San Leandro, CA was established in 2017 to service the Northern CA business; we have expanded into Southern CA and have a warehouse location in Ontario, CA.

Our primary focus is hydrogen fueling station technology and its installation, commissioning, and service, although our service team also provides service for the Nel electrolyser division and its equipment.

POSITION SUMMARY

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.

RESPONSIBILITIES:

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.

QUALIFICATIONS:

Education:

- Bachelor's degree in Human Resources or equivalent education and experience.
- SHRM CA Law HR Specialty Credential; preferred.

Required Skills and Abilities:

- 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.

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.

The above statements reflect the principal functions of the position and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

Nel Hydrogen provides comprehensive health and insurance benefits for its employees as well as a stock option plan. The Company offers competitive paid vacation time, sick leave, and holidays.

The Company has a published Code of Conduct that all employees are expected to follow.

Visas

- Nel will only employ those who are legally authorized to work in the United States. This is not a position for which sponsorship will be provided.
- Individuals with temporary visas such as E, F-1, H-1, H-2, L, B, J, or TN or who need sponsorship for work authorization now or in the future, are not eligible for hire.

We are an equal opportunity employer We are an equal opportunity employer-M/F/Disabled/Veteran and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. All employment is decided based on qualifications, merit, and business need.

To apply, please e-mail your cover letter and resumé to: recruitment@nelhydrogen.com.