

INDUSTRY

Job Title: Human Resource Generalist

Job Level: Mid / Senior Level

Job Function: Human Resource, Operations, People

Description:

The Human Resources Generalist at INDUSTRY is a people focused, approachable and organized HR professional who can build strong relationships, manage day-to-day HR needs, and help continuously improve the employee experience. The Human Resources Generalist is responsible for overseeing a range of HR functions, including recruitment, benefits, employee relations, performance management, training, and administrative HR work. The Human Resources Generalist works closely with leadership, managers and employees to ensure a proper support in varying aspects of a employee life cycle.

This is an exempt full-time (40 hours per week) position onsite based in Portland, Oregon. As of 2026 reports directly to the Founding Partner + Managing Director.

Responsibilities:

- Manage the employee lifecycle, including onboarding, orientation, employee documentation, benefits enrollment, promotions, leave administration, and offboarding.
- Coordinate and process all new hires paperwork, ensuring required documentation is completed accurately and timely and that orientation and onboarding activities are properly scheduled and completed.
- Maintain and update the organization's employee records, ensuring data accuracy, confidentiality, and timely processing of employee changes.
- Support managers throughout the employee performance review process.
- Provide guidance and support to managers and employees regarding HR policies, employee relations, performance management, workplace concerns, and other employment-related matters.
- Participate in employee disciplinary meetings, investigations, performance discussions, and terminations, ensuring appropriate documentation and consistent application of company policies and procedures.
- Conduct exit interviews and analyze employee feedback, turnover, and retention trends to provide recommendations to management and identify opportunities for improvement.
- Administer HR programs related to compensation, benefits, personal leave, performance reviews, employee recognition, and professional development.
- Partner with immigration attorneys as needed for any employer based sponsorships and maintain active status for staff while planning their status long term as well.
- Review and verify the accuracy of benefits providers and external partnerships invoices. Track and resolve discrepancies or documentation as needed in collaboration with Finance.
- Monitor HR metrics and employee data to identify trends, assess organizational needs, and recommend improvements to HR programs, processes, and practices.
- Ensure compliance with applicable federal, state, and local employment laws and regulations, as well as organizational policies and recommended HR best practices.
- Review and update HR policies and procedures as needed.
- Collaborate with all internal teams to improve HR processes, employee experiences, and organizational practices.
- Maintain and guide partnerships with external benefits providers like healthcare, 401k, legal and others.
- Maintain a high level of confidentiality when handling employee information, compensation data, benefits information, investigations, performance matters, and other sensitive HR-related information.
- Perform other HR-related duties and projects as assigned.

Requirements:

- Bachelor's degree in Human Resources, related field or equivalent industry experience.
- At least 5-8 years of human resource management experience preferred.
- Strong knowledge of HR practices and employment laws and regulations
- Strong attention to detail, organizational skills and the ability to effectively manage and complete multiple priorities included tasks with legally mandated time-frames.
- Ability to maintain confidential information private.
- Excellent communication, interpersonal, and problem-solving skills
- Ability to work independently and as part of a team
- Possesses friendly, energetic, outgoing, and approachable personality – always looking to solve a problem with a positive attitude and making well thought decisions.
- Must have an entrepreneurial spirit and be willing and eager to wear multiple hats and pitch in to achieve the larger team goal.
- This position requires minimal dexterity, constant work with computers including keyboard, the ability to occasionally bend, stoop, lift and carry items weighing up to 20 lbs., possessing visual and color acuity
- Proficiency in Microsoft office and Google suite and BambooHR is not required, but preferred.