



**Shur-Co®**  
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**Job Title:** Human Resources Generalist  
**Type:** Full Time, Monday-Friday 8:00a-5:00p  
**Department:** Human Resources  
**Reports To:** Human Resources Manager

#### **ABOUT SHUR-CO®:**

Shur-Co®, LLC is the largest manufacturer of quality tarp and cover containment systems in the United States. In November 2012 Shur-Co®, LLC acquired Donovan Enterprises effectively joining two well-know leaders in the truck, trailer and specialty market, resulting in an entity with a combined 93 years of tarping experience. By combining the product lines, sales teams, technical capabilities and service locations of Shur-Co®, LLC and Donovan, we are able to provide the most comprehensive product offerings in the market and a customer service platform unequaled in the industry. With a corporate office located in Yankton, South Dakota, ten branch locations, dozens of original equipment manufacturers (OEMs) and thousands of dealers, you'll have the opportunity to work with employees and customers all throughout the country.

#### **SUMMARY and RESPONSIBILITIES**

As a Human Resources (HR) Generalist for Shur-Co®, LLC, you'll be able to explore and gain experience in a variety of HR tasks, such as preparing new hire paperwork and benefit packages, coordinating scheduling of new hire onboarding and training as well as pre-employment drug screenings. You'll also be responsible for maintaining HRIS databases and electronic files in regard to applicant tracking, new hires, terminations and other employee changes. Other duties will include assisting with the recruiting, sourcing and interviewing of potential candidates. The HR Generalist will also be asked to handle confidential information with discretion and maintain confidentiality of company data. You'll have the opportunity to interact with employees in several departments and locations; working well with others is a must. This position will encourage you to problem solve and work through challenging situations.

#### **QUALIFICATIONS**

1. Education and/or Experience
  - a. AA or BS in Business, HR, Management or equivalent years of related experience.
2. Language Skills
  - a. Ability to read and comprehend simple instructions, short correspondence and memos.
  - b. Ability to write simple correspondence.
  - c. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
3. Mathematical Skills
  - a. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
  - b. Ability to calculate figures and amounts such as discounts, interest, commissions and percentages.
  - c. Ability to calculate figures and amounts such as discounts, interest, commissions and percentages.
4. Reasoning Ability
  - a. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
  - b. Ability to deal with problems involving several concrete variables in standardized situations.
5. Computer Skills
  - a. To perform this job successfully, an individual should have knowledge of Microsoft Excel, Word and Outlook.
  - b. Experience with ERP system preferred.

Please contact Human Resources at 605-665-6000 for questions on the application process. The position will remain open until filled.