



HR Generalist

Crow Wing Power is seeking a dynamic and detail-oriented Human Resources Generalist to join our team. This role is responsible for delivering comprehensive HR support across key functional areas including talent acquisition, benefits and leave administration, learning and development, HRIS support, employee relations, and all payroll related tasks. The HR Generalist will collaborate closely with the HR Manager to advance workforce strategies, support performance excellence initiatives, and foster a positive organizational culture. This position requires strong interpersonal skills, a proactive mindset, and the ability to manage multiple priorities in a fast-paced environment.

Responsibilities:

- Provides expertise and assistance in the management of the workforce in the areas of recruiting and hiring, on-boarding and orientation, policy setting, staffing needs, training, recognition, coaching, and separation.
- Assists with administration of Crow Wing Power's benefit plans and programs, including health, dental, life, disability, and 401(k) retirement benefits. Supports personnel transactions such as hires, promotions, transfers, performance reviews, terminations, and tracking of employee statistics.
- Identify and comply with legal requirements and government reporting regulations affecting human resources functions and ensure policies, procedures, and reporting are in compliance.
- Processes payroll and manage all related tasks including timecard records, deductions, adjustments, and compliance with applicable laws and policies.
- Other duties assigned by supervisor.

Qualifications/Requirements:

- Bachelor's degree in human resources or related field
- SHRM or PHR certification preferred.
- Must be proficient with Microsoft Office Suite (Outlook, Word, Excel, and Power Point) and have the aptitude and ability to learn new programs.
- Must possess a valid driver's license.
- Must pass pre-employment requirements.
- Must possess the qualifications, experience and skills deemed appropriate by management.

Crow Wing Power is a progressive, diversified, member-owned distribution cooperative which serves 40,000 members in a three-county region surrounding the beautiful Brainerd Lakes Area in north central Minnesota.

CWP's benefits include medical & dental insurance, HSA, life insurance, 401k retirement plan, vacation, sick leave, short-term & long-term disability. The wage range for this position is \$34.23 to \$41.92. Medical exam, drug test, and background checks are required.

Please send resume/application by July 30, 2025

Crow Wing Power

Human Resources

PO Box 507

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An Equal Opportunity Employer <http://cwpower.com>