
JOB TITLE: HR Generalist

DEPARTMENT: Human Resources

REPORTS TO: Director, Human Resources

DATE PREPARED: November 11, 2025

The Cato Corporation, a leading specialty retailer of value-priced women's fashion apparel with corporate offices located in Charlotte, North Carolina, operates three concepts: Cato, It's Fashion and Versona. The company has approximately 1,100 stores throughout the United States and a diverse workforce of over 7,000 associates. The Company's stock is traded on the NYSE under the symbol "CATO".

Cato is seeking a HR Generalist who will report to the Director, Human Resources. In this role, you will be the hands-on Generalist in Human Resources related operations to include associate relations, leave of absence administration, conflict resolution, providing guidance on disciplinary actions and compliance with labor laws. You will help with maintaining associate records with integrity and strict confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide guidance to Corporate, DC and Store Operations management, as it relates to the handling of associate relations issues, by conducting confidential internal investigations including complaints of sexual harassment, discrimination, retaliation, and other issues in a professional and timely manner.
- Maintain a working knowledge of Federal, State, and local laws and employment legislation and enforce policies and procedures to ensure compliance.
- Resolve payroll issues and concerns in partnership with the Payroll Department, identifying ways to eliminate recurring Payroll issues and concerns.
- Support the Company's internal Risk Management Administrator with handling and resolving workers' compensation claims.
- Review and administer Company-wide Leave Requests including FMLA, ADA, Military and Personal Leave requests.
- Coordinate with outside vendor for handling unemployment claims.
- Providing training on HR topics and employment laws.
- Assisting in investigating and responding to EEOC, DOL and OSHA complaints.
- Assist with ad-hoc projects.

QUALIFICATIONS:

Required:

- A minimum of 3 years' experience in associate relations, as an HR Generalist, for a multi-site company.
- Bachelor's Degree in Human Resources or related field.
- Strong working knowledge of employment law.
- Strong verbal, written, analytical and interpersonal skills.
- Effective listening skills.
- Maintain strict confidentiality of associate information.
- Must be proficient in Word, Excel and Outlook.
- Ability to work in a fast-paced environment with a diverse associate population.

The Cato Corporation offers competitive salaries and excellent benefits including Medical/Dental/Life Insurance package, 401(K) Retirement Plan, Flexible Spending Plan, Stock Purchase Plan and more!