

JOB TITLE:

HR Manager

GENERAL JOB DESCRIPTION:

Provide human resources and administration support as assigned.

MAJOR DUTIES AND RESPONSIBILITIES:

- Conduct full recruitment cycle.
- Support new employee onboarding lifecycle. Assist with development and implementation of enhanced orientation and training program for new employees.
- Assist with annual Performance Management, Talent Review and Salary Planning processes as assigned.
- Maintain employee data in Paylocity ensuring data integrity.
- Maintain employee files in compliance with regulatory and corporate requirements.
- Coordinate annual benefits, open enrollment and assist employees with benefits issue resolution.
- Partner with leadership to develop safety programs and training.
- Process all workers compensation, disability and unemployment claims.
- Daily time card data entry.
- Other administrative duties as assigned.

QUALIFICATIONS FOR THE JOB:***Education:***

Bachelors in Human Resources or related discipline preferred.

Experience:

Minimum 3 years related experience required.

Other:

- Working knowledge of employment laws. Recruiting using LinkedIn, Ziprecruiter or similar tools desired. Experience with applicant tracking system desired.
- Experience with payroll software preferred.
- Previous experience with HR reporting, compliance reporting, etc. preferred.
- High proficiency in Microsoft Office applications (Word, Power Point, Excel, Outlook)
- Must have analytical and problem solving skills with strong attention to detail.
- Ability to multi task and effectively prioritize work.
- Customer Service orientated.
- Ability to work quickly and articulate/ escalate issues, as needed.
- Excellent verbal and written communication and organizational skills.

- Ability to excel in a fast paced, deadline orientated environment.
- Strong team player with excellent interpersonal skills.

ABOUT OUR COMPANY:

Columbia Body Manufacturing fabricates premier dump bodies. We have been in business for over 100 years. We proudly promote from within our company. Our VP started in the shop as a mechanic some years ago and moved up within the company.