



The Commercial Vehicle Group (CVGI) is a global leader in commercial vehicle system solutions for the heavy-duty truck, construction, agricultural, industrial, marine, and specialty industries. We take pride in building products the same way that we've built our company – with commitment, strength and focused direction.

We're successful because we are committed to continuous improvement. We aren't afraid to take chances with modern processes that may improve the tried and true. We are immersed in technology in every market we serve. We're growing, penetrating emerging markets, and constantly in pursuit of innovation that will improve, shape, and define the future of the global commercial vehicle industry.

We are currently seeking an experienced **Human Resources Manager** at our Concord, North Carolina Facility.

**In this “hands-on” tactical role, the incumbent will be responsible for:**

- HR administration relating to all phases of the employee life cycle activities such as: recruiting, hiring, onboarding, payroll, benefits administration, performance management; related safety and worker's compensation activities, training, employee relations, compliance, as well as general support and reporting.
- Provide expertise and advise plant management regarding application of employment laws and corporate policies to specific business decisions.
- Foster a culture of inclusion, and engagement across the facility.
- Process payroll as applicable utilizing ADP systems. (eTIME and Payforce).
- Maintain knowledge of legal requirements and government regulations affecting human resource functions and ensures policies, procedures and reporting are in compliance including required legal postings.
- Coordinate with Corporate HR as needed to address and resolve plant specific issues.
- Maintain confidential employee information and personnel files as well as manage document retention.
- Prepare employee communication documents including new hire, disability, benefit, separation notices and related documentation.
- Respond to inquiries promptly and educate employees on HR related practices and procedures.
- Work with Corporate HR and/or third party providers as necessary in the management of employee related processes and transactions.
- As applicable create, coordinate and conduct management/employee training in topics including performance management, safety, harassment, and all other applicable CVG policy guidelines.
- Review existing plant HR policies and procedures; identify changes as necessary to ensure compliance and present to division human resources.
- Conduct and analyze wage survey data; maintain position description and market comparisons. Ensure appraisals are completed on time and wage increases are processed.
- Participate and manage employee safety program & incentives; performs safety related activities, assists with safety/incident reports, WC administration, OSHA compliance and postings.
- Participate on special teams and other responsibilities as applicable.

**Requirements:**

- Bachelor's degree in Human Resources, Business or related field and 3-5 years' experience preferably in a manufacturing environment; combination education and/or experience accepted.



- Excellent customer service, problem solving, and organization skills; ability to operate in a fast paced, ever-changing manufacturing environment.
- Strong written/verbal/interpersonal communication skills and ability to actively listen. Must be able to discuss and resolve both associate and staff inquiries in a timely manner.
- Demonstrates a positive and friendly attitude in working with all levels within the organization.
- Independent and organized work style; effectively manages time and prioritizes work load, assumes and manages multiples tasks without close supervision, adapts to change, and consistently meets deadlines.
- Able to make independent decisions and regularly suggest ways to improve services and processes.
- Use good judgment and discretion when dealing with highly confidential business and employee information.
- Fluent with MS Office including strong Excel skills and experience with ADP software (eTIME/Payforce preferred).
- Ability to travel as necessary and work atypical hours as needed to support plant staff.

Sponsorship is not available for this position at this time.

Our eligible associates enjoy competitive wages and benefit package including comprehensive medical, dental, vision, 401(k) plan, company paid life insurance, paid holiday and vacation time off.

Resumes may be submitted as directed below. Include the job title in all submissions.

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614-289-0377

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Commercial Vehicle Group, Inc. is an equal opportunity employer and makes employment decisions without regard to race, gender, disability or protected veteran status.