



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 Generalist** at our Vonore, Tennessee Facility.

In this role, the incumbent will:

- Work in conjunction with the Human Resources Manager to administer various programs and procedures administered by the department.
- Manage the day-to-day operations of the HR Department in the absence of the HR Manager.
- Recruit, interview, test, and select employees to fill vacant positions.
- Plan and conduct new employee orientation to foster positive attitude toward company goals.
- Keep records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Respond to inquiries regarding policies, procedures, and programs.
- Administer benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, and employee assistance.
- Prepare employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
- Process payroll as applicable utilizing ADP systems (Vantage); responsible for payroll related recordkeeping.
- Foster a culture of inclusion, and engagement across the facility. Familiar with basic employment law and OSHA regulations and ensures the facility follows all applicable laws.
- Other duties may be assigned as required.

Requirements:

- Bachelor's degree (B.A.) from a four-year college or university in Human Resources, Business or related field; or three years related experience and/or training; or equivalent combination of education and experience.
- Efficient HR Administration and People Management Skills
- Excellent customer service, problem solving, and organization skills; ability to operate in a fast paced, ever-changing manufacturing environment.
- Fluent with MS Office including strong Word, Excel, Outlook, and PowerPoint skills and experience with ADP software (eTIME/Vantage is preferred).
- Works comfortably under pressure and meets tight deadlines



- 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.
- Ability to travel as necessary.

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.

Email:

Jenna.Commisa@cvgrp.com

Fax:

Attn: Jenna Commisa
614-289-0377

Mail:

CVG, Inc.,
Attn: Jenna Commisa
7800 Walton Parkway
New Albany, OH 43054

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