



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 Monona, Iowa facility.

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

- HR point of contact and administrator for all phases of the employee life cycle and plant operation.
- Advise plant management regarding application of employment laws and corporate policies to specific business decisions. Work with Regional & Corporate HR to address and resolve plant specific issues as they arise.
- Process payroll as applicable utilizing ADP systems. (Vantage); ensure appraisals are completed on time and wage increases are processed.
- Foster a culture of inclusion, and engagement across the facility.
- Maintain knowledge of state and local legal requirements & regulations affecting the facility; ensure policies, procedures' postings, and reporting are in compliance.
- Maintain confidential employee information & personnel files; responsible for document retention/HR audit.
- Prepare employee communication documents such as new hire, disability, benefit, and separation notices.
- Respond to inquiries promptly and educate employees on HR related practices and procedures.
- Partner with Regional/Corporate HR as necessary to manage employee related processes and transactions.
- As applicable, coordinate and conduct management/employee training specific to HR topics.
- Review existing plant HR policies and procedures; identify changes as necessary to ensure compliance and present to Regional/Corporate HR.
- Conduct and analyze local wage survey data; maintain position description and market comparisons.
- Lead the employee safety program & incentives; perform safety related activities, assist with safety/incident reports, WC administration, OSHA compliance and labor postings.
- Participate on special teams and other responsibilities as applicable.

**Requirements:**

- College degree in HR, Business or related field and 3-5 years' HR experience preferably in a mfg. environment; combination education and/or experience considered. SHRM/HRCI certification a plus.
- 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 employee and staff inquiries in a timely manner.
- Demonstrate a positive and friendly attitude in working with all levels within the organization.
- Independent and organized work style; effectively manage time and prioritize work load, assume and manage multiples tasks without close supervision, adapt 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 & HRIS/payroll systems (ADP Vantage preferred).
- Flexible availability to work atypical hours to support plant operations when needed.
- Travel to other CVG locations for training and other activities as needed.

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:**  
[HR@cvgrp.com](mailto:HR@cvgrp.com)

**Fax:**  
Attn: HR  
614-289-0377

**Mail:**  
CVG, Inc.,  
Attn: HR  
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.