



Commercial Vehicle Group, Inc. (CVGI) is a diversified industrial company that provides seating systems, electro-mechanical assemblies, wire harnesses, plastic parts, engineered structures, panel assemblies, and warehouse automation subsystems for many markets including ecommerce, e-tailing, trucking, last-mile delivery, electric vehicles, military equipment, warehouse equipment, buses, construction equipment, agricultural vehicles, specialty transportation vehicles, mining, industrial equipment and off-road recreational markets.

We are currently seeking an experienced **Human Resources Generalist** at our Michigan City, Indiana facility.

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

- Acting as a HR point of contact and administrator for all phases of the employee life cycle and plant operation.
- Working with the HR Manager to address and resolve plant specific issues as they arise.
- Processing payroll as applicable utilizing ADP systems. (Vantage); ensuring appraisals are completed on time and wage increases are processed.
- Supporting a culture of inclusion, and engagement across the facility.
- Maintaining knowledge of state and local legal requirements & regulations affecting the facility; ensure policies, procedures' postings, and reporting are in compliance.
- Personnel file management, confidentiality, and document retention/HR audit.
- Preparing employee communication documents such as new hire, disability, benefit, and separation notices.
- Responding to inquiries promptly and educate employees on HR related practices and procedures.
- Partner with CVG HR Team as necessary to manage employee related processes and transactions.
- As applicable, coordinating and conducting training specific to HR topics.
- Reviewing existing plant HR policies and procedures; identify changes as necessary to ensure compliance and present to Regional/Corporate HR.
- Conducting and analyzing local wage survey data; maintain position description and market comparisons.
- Leading the employee safety program & incentives; performing safety related activities, assist with safety/incident reports, WC administration, OSHA compliance and labor postings.
- Participating on special teams and other responsibilities as applicable.

**Requirements:**

- College degree in HR, Business or related field and 1-3 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

CVG is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, genetic information, national origin, age, military or veteran status, disability, marital status, pregnancy, or any other status protected by law.