



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 a **HR Generalist** at our Piedmont, AL facility.

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

- Act as the main HR point of contact and administrator for all phases of the employee life cycle.
- Partner with plant management to resolve issues and/or inquiries promptly; educate employees on HR related practices and procedures.
- Process payroll utilizing ADP systems (Vantage); ensure pay changes are processed on time.
- Prepare & process employee documents such as new hire, disability, benefit, and separation notices.
- Coordinate with corporate HR team as necessary to manage employee related processes and transactions.
- As applicable, coordinate and conduct training specific to HR topics.
- Reviewing existing plant HR policies and procedures; identify changes as necessary to ensure compliance and present to corporate HR.
- As part of recruiting activities, conduct and analyze local wage survey data; maintain position descriptions, manage headcount & staffing levels; maintain AAP job files.
- Lead employee safety program & incentives; perform safety related activities including incident reports, WC administration & OSHA compliance.
- Maintain knowledge of state and local legal requirements & regulations affecting the facility; ensure policies, procedures’ postings, and reporting are in compliance.
- Schedule and coordinate plant activities celebration and employee events.
- Support a culture of inclusion, and engagement across the facility.
- Be responsible for personnel file management, confidentiality, and document retention/HR audit.
- Participate on special teams and other responsibilities as assigned.

**Requirements:**

- College degree in HR, Business, or related field and 1-3 years’ generalist 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 workload, 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 2016 including advanced Excel/PowerPoint and 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.

This position is not available for sponsorship currently.

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:  
614-289-0377

Mail:  
CVG, Inc.,  
Attn: Human Resources  
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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.