



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 **Payroll/HR Specialist** at our New Albany, OH headquarters.

In this tactical, junior level role, the incumbent will:

- Process & maintain payroll and complete related tasks:
 - Process/Maintain Divisional Salaried Payrolls.
 - Responsible for Piedmont and Douglas hourly payrolls.
 - Back-up to hourly location payroll/timekeeping.
 - Maintain the manual check listing and back-up.
 - 401k reporting and reconciliation, error clearing & audit assistance.
 - Serve as liaison between outside vendors and Finance for reporting purposes.
 - Assist in integration of Payroll data into HRIS system.
 - Respond to UC/WC and other requests for compensation data as well as general VOEs.
- Act as a working contributor within all areas of the employee lifecycle to include:
 - Participate in & support staffing and recruiting activities both at the hourly and salaried levels.
 - Complete onboarding of personnel, act as point of contact for employee questions/concerns.
 - Act as a point of escalation for plant HRs; help resolve issues or direct to the appropriate team member.
 - Support benefit related activities such as new hire and open enrollment, system updates and LOA.
 - Personnel file management including filing and audit requests.
 - Assist with projects such as audit/compliance, summer internship program, org chart maintenance & other HR activities.
- Provide excellent service to both internal and external customers.
- Support the organization's goals and values and organizational efforts toward continuous improvement.
- Participate on special teams & support initiatives as required.

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.
- Payroll experience to include timekeeping maintenance, processing, and reporting.
- General understanding of benefits enrollment timeline, processing deductions/credits in payroll
- Prefer exposure to, or knowledge of:
 - Background checks & drug screen process.
 - Experience on AAP & OFCCP requirements.
 - Basic understanding of employment law such as FMLA, FLSA, ADA, EEOC and OSHA/WC.
- Excellent written/verbal communication skills and ability to actively listen.
- Use good judgment and discretion when dealing with highly confidential business and employee information; able to discuss and resolve both employee and staff inquiries in a timely manner.
- Excellent customer service skills; demonstrate a 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 & meet deadlines.
- Operate in a fast paced, ever-changing manufacturing environment; adapt quickly to changes impacting both processes, policies, and procedures.
- Fluent with MS Office 2016/365 to include strong Excel/Visio/PowerPoint skills and HRIS/payroll systems (ADP/Vantage preferred).
- Flexible availability to work atypical hours to support plant operations when needed.
- Travel to other CVG locations to support HR initiatives and 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

Fax:

614-289-0377

Mail:

CVG, Inc.,
Attn: Human Resources
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.