



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 **HR Assistant** at our Vonore, TN facility.

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

- Plans and conducts new employee orientation to foster positive attitude toward company goals.
- Processes onboarding of all conversion and direct hire associates.
- Be responsible for personnel file management, confidentiality, and document retention/HR audit.
- Keeps records of personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Assists Human Resources team in administration of programs to ensure compliance and equity within organization.
- Administers benefits programs such as life, health, dental and disability insurances, vacation, sick leave, leave of absence, and employee assistance.
- Maintains and tracks requested FMLA and assist Human Resources Manager and Generalist in approvals and denials.
- Responds to inquiries regarding policies, procedures, and programs.
- Maintains employee training database by updating training sheets.
- Participate on special teams and other responsibilities as assigned.

**Requirements:**

- Associates degree (A.A.) in Human Resources or related field and 3 years' experience in HR preferably in a manufacturing environment; combination education and/or experience considered.
- Bilingual Spanish & English skills to include a high level of proficiency with both verbal & written communication strongly preferred.
- Excellent problem solving, organization skills, and customer service.
- 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.
- Use good judgment and discretion when dealing with highly confidential business and employee information.
- Fluent with MS Office 2016/365 including advanced Excel/PowerPoint and HRIS/payroll systems (ADP/Vantage preferred).



- Flexible availability to work atypical hours to support plant operations when needed.

We are unable to offer sponsor 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:

614-289-0377

Mail:

CVG, Inc.,  
Attn: Human Resources  
7800 Walton Parkway  
New Albany, OH 43054

Different people approach opportunities and challenges differently which improves outcomes for customers, employees, and shareholders. CVG is committed to diversity and inclusion and welcomes qualified applications without regard to race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status or any or any other status protected by law.