



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 Manager** at our Concord, NC facility.

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

- HR administration relating to all phases of the employee life cycle. Activities include, but are not limited to: recruiting, hiring, onboarding, payroll, benefits administration, performance management; related safety and worker’s compensation activities, training, employee relations, compliance, as well as general support and reporting.
- Provide expertise and guidance to plant management regarding application of employment laws and corporate policies to specific business decisions.
- Foster a culture of inclusion and engagement across the facility.
- Process payroll as applicable utilizing ADP systems. (eTIME and Payforce).
- Maintain knowledge of legal requirements and government regulations affecting human resource functions and ensures policies, procedures and reporting are in compliance including required legal postings.
- Coordinate with Corporate HR as needed to address and resolve plant specific issues.
- Maintain confidential employee information and personnel files as well as manage document retention.
- Prepare employee communication documents including new hire, disability, benefit, separation notices and related documentation.
- Respond to inquiries promptly and educate employees on HR related practices and procedures.
- Work with Corporate HR and/or third-party providers as necessary in the management of employee related processes and transactions.
- As applicable create, coordinate and conduct management/employee training in topics including performance management, safety, harassment, and all other applicable CVG policy guidelines.
- Review existing plant HR policies and procedures; identify changes as necessary to ensure compliance and present to division human resources.
- Conduct and analyze wage survey data; maintain position description and market comparisons.
- Ensure appraisals are completed on time and wage increases are processed.
- Participate and manage employee safety program & incentives; performs safety related activities, assists with safety/incident reports, WC administration, OSHA compliance and postings.
- Participate on special teams and other responsibilities as applicable.



Requirements:

- Bachelor's degree in Human Resources, Business or related field and 3-5 years' experience preferably in a manufacturing environment; combination education and/or experience considered.
- 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 associate 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 manages time and prioritizes workload, assumes and manages multiples tasks without close supervision, adapts 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 advanced Excel skills and experience with ADP software (Vantage preferred).
- Ability to travel & work atypical hours as needed to support plant & staff.

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

Fax:
614-289-0377

Mail:
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Attn: Human Resources
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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.