



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 **HR Partner** for our Concord, NC facility.

Why you want to join the CVG HR team:

We have a great opportunity for a creative, flexible human resources professional to lead the employee strategy for our Concord, North Carolina location! This earlier career, energized HR partner will be hands on at the Concord location and will be an employee and human resources voice and strategy for our fast paced, evolving company. This person will be an advocate and advisor in building an engaged and inspired culture. The position contributes to business performance by providing insight on local people strategies, performance management, recruitment, training, culture and employee engagement. In addition, this position will partner with all HR counterparts to leverage best practices and be a part of the bigger picture of the Company.

Key responsibilities contributing to a positive business outcome:

HR leadership:

- Be the Concord voice with regards to any initiatives that are CVG wide. Recommend processes and consistency where you see the need arise.
- Bring ideas and creativity to the corporate team for recommendations, conversation and improvements, lead CVG employee initiatives for the Concord location.

Culture, employee advocacy and change management:

- Foster a culture of inclusion and engagement across the facility, prepare employee communication documents including new hire, disability, benefit, separation notices and related documentation.
- Participate and facilitate special teams and engagement activities, as needed.

Process owner & execution:

- Staying up to date on legal requirements and government regulations affecting human resource functions and ensures policies, procedures and reporting are in compliance including required legal postings.
- Partner with the Corporate HR COE and/or third-party providers as applicable in the management of employee related processes and transactions.
- Create, coordinate and conduct 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.
- In partnership with EHS Leader, participate and lead employee safety program & incentives; performs safety related activities, assists with safety/incident reports, WC administration, OSHA compliance and postings.
- Respond to inquiries promptly and educate employees on HR related practices and procedures.



HR administration:

- Processing payroll utilizing ADP systems. (eTIME and Vantage)
- Ensure appraisals are completed on time and wage increases are processed.
- Responsible for timely execution of all phases of the employee life cycle. Activities include, but are not limited to: recruiting, hiring, onboarding, payroll, benefits administration, performance management, safety and worker's compensation activities, training, employee relations, compliance, as well as general support and reporting.
- Maintain confidential employee information and personnel files as well as manage document retention.

Experience for individual, optimal success:

- Bachelor's degree in Human Resources, Business or related field
- 3+ years of 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.

Ability to work a flexible schedule and travel as business needs arise.

Sponsorship is not available for this position currently.

Our eligible associates enjoy competitive wages and benefit package including comprehensive medical, dental, vision, 401(k) plan, company paid life insurance, paid holiday, personal days, and vacation.

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 at the forefront of a different people approach. We are looking for candidates who are seeking an opportunity to look at challenges as an opportunity for creative resolution and improve 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.