

Daechang Seat Co.,LTD USA
HR & GA Generalist

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Skills

- Organizational skills *(Required)*
- Microsoft Office *(Required)*
- Management *(Required)*
- + show more

Education

- Bachelor's degree *(Required)*
- Associate's degree *(Required)*

Languages

- Spanish
- Bilingual
- English

Job details

Pay

- \$55,000 - \$65,000 a year

Job type

- Full-time

Shift and schedule

- Monday to Friday

Benefits

Pulled from the full job description

- 401(k)
- 401(k) matching

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

HR / GA Generalist will lead the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

Duties/Responsibilities:

- Recruits, interviews, hires, and trains new staff in the department.
- Responsible for processing bi-weekly payroll, ensuring accuracy in timekeeping, wages, commissions, taxes and deductions in compliance with all applicable regulations.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.
- Answer frequently asked questions from applicants and employees regarding standard policies, benefits, hiring processes, etc.
- Maintain the integrity and confidentiality of human resource files and records.
- Provide clerical support to the HR department, including documentation and data entry.
- Conduct new hire orientation and onboarding processes.
- Assist with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, and holiday parties.
- consumables purchasing orders and supplies.
- Greet and assist visitors and job applicants, answering questions and providing information.
- Manage PPE inventory for vending machines.
- Manage cleaning supplies / First Aid supplies
- Perform other duties as assigned to support the HR team and organization.

Required Skills and Experience:

- Excellent verbal and written communication skills.
- Ability to learn payroll management, human resource information systems (HRIS), and similar applications quickly.
- Proficient with Microsoft Office Suite or related software.
- Bilingual in Spanish/English is a plus.
- Manufacturing industry experience(automotives) is a plus.
- Associate/Bachelor degree in HR or related field

What We Offer:

- Competitive salary and benefits package.
- Opportunities for professional development and growth.

DSC company is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by federal, state, or local laws.

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Experience:

- HR/GA: 2 years (Preferred)

Work Location: In person

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.