

HR Generalist - BiLingual

Join a growing company, located in Cumberland County, and be a real partner to the Director of Human Resources. AND, this Director will help you grow professionally.

In this Spanish Bi-Lingual Generalist position, you will work with all levels of employees addressing Employee Relations, Recruiting, Safety, Policies and Procedures.

Here is a closer look at some of your responsibilities:

Recruiting: Oversee the recruiting and on-boarding processes, including but not limited to posting positions, screening resumes, working with staffing agencies, submitting background checks, and conducting new hire orientation.

Policy Administration: Communicate and administer various human resource policies, procedures, laws, standards and government regulations.

Employee Relations: Investigate and respond to employee relations issues such as employee complaints and harassment allegations.

Safety: Maintain company safety data including accident reports, OSHA logs, and Accident/Incident logs, analyze for common elements.

Please apply if you are Bi-lingual in Spanish, have at least 2 years of HR experience, with basic knowledge of Microsoft Word, Excel and PowerPoint.

Please send your resume to Karmae at kcfahr@emersongroupinc.com or call 856-667-9180.