


# HR and Staffing Manager Bilingual

EclipseIA - Vineland, NJ Over 1 month ago

Full-time  No degree mentioned

Must be Bilingual Spanish/English. Position located in Swedesboro, NJ. Eclipse IA is looking for an HR and Staffing Manager to join our team in the growth of its supply chain people solutions business.

The position acts as the main point of contact and an extension of our client's HR team by managing our hourly workforce. This onsite position is located in our client's food distribution center. On a daily basis, the manager works side-by-side with our client's supervisory team to ensure that workforce solutions are implemented to grow the business to its full potential.

Responsibilities and essential job functions:

- Must be Bilingual Spanish/English
- Managing a multi-shift workforce, including staffing, payroll, employee relations and any office managerial duties.
- Managing and encouraging a dynamic onsite team to meet daily goals and promote success. Reporting and analytics to ensure that your team is placing employees in the right role and hitting revenue numbers.
- Building and maintaining a proactive and influential recruiting plan to ensure client satisfaction. Maintain a successful client relationship, while partnering with Eclipse IA HR, Executive Management Team, production supervisors, and production leads.
- Coordinate with Eclipse IA's Risk Department regarding injuries and workers compensation.
- Conduct investigations, as needed. On-floor coaching of temporary associates, and inspection for quality and safety.

Job Requirements:

- Bilingual in Spanish required.
- 5 plus years of Recruiting/Staffing experience preferred. 3 plus years of Management experience preferred.
- Strong customer service skills and the ability to work well within a team
- Detail-oriented and a positive attitude toward change management
- Thrive in a fast-paced environment with rapidly changing priorities
- Proficient in Microsoft Office Suite, the Internet and ability to quickly learn new IT systems and platforms
- Ability to work independently while supporting an overall team mentality
- Positive and enthusiastic attitude with the strong desire for career advancement
- Energy and excitement to work in a position that will be rewarding.

If you are looking to grow your career, love the action-packed nature of logistics and recruiting, it's time to join Eclipse IA. With a competitive salary and in-depth training program, our team members are rewarded for their hard work! #ind55Job Type: Full-timeApplication Question(s):What are your salary requirements? Experience:Recruiting: 1 year (Preferred)Human resources: 1 year (Preferred)Language:Spanish (Required)

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