

Manufacturing company looking for **HR Specialist** to join their growing team

General Information:

- Support a manufacturing machine shop with 80+ employees
- Small office team of 4 people
- vaccination required

HR Specialist Requirements:

- BS in Human Resources, Business Administration, or related field
- 1 year of HR experience

HR Specialist Responsibilities:

- Performs routine tasks required to administer and execute human resource programs including leave, disciplinary matters, and training.
- Reviews, tracks, and documents employee training
- Support recruiting and onboarding of new employees.
- Conducts or acquires background checks and employee eligibility verifications.
- Support employment-related questions and issues.
- Support employee performance review process.
- Attends and participates in employee disciplinary meetings, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.

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HR Specialist Benefits:

- Annual salary of \$55 – 60k
- M-F Day shift 7:30 – 3:30
- PTO
- Medical, Dental, Vision

Email your resume to Blanca at

bespinoza@goodwinrecruiting.com

****Make sure to put on the subject HR Generalist Santa Cruz ca.**