

// GOTEC GROUP DRIVE WELL WITH US

As an innovative and internationally operating German family owned company in the field of surface coating, the GOTEC Group is a strategic partner of the automotive industry. We offer standardized processes for surface treatment and bonding in over 16 locations worldwide and are always sourcing suitable and committed talents and employees.

Currently we are searching for our US-manufacturing plant a highly motivated and self-driven

Human Resources (HR)-Generalist (m/f/o)

Location: Williamstown, Kentucky

Key skills & experience:

We assume that the possible candidate has the ability to think and act independently and entrepreneurially, that he/she has a structured way of working, has analytical capabilities paired with an instinct for people and is a flexible team-player with a "hands-on" mentality.

In addition, we require:

- Bachelor's Degree (BA) from a four-year-college or university in Business Administration/Human Resources, or equivalent education
- Relevant experience in Human Resources and payroll-topics (experience in manufacturing preferred)
- Ability to exercise empathy and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations
- Ability to communicate clearly and concisely verbally and in writing
- Computer literate in Microsoft Office programs, such as Word, PowerPoint, MS Excel and Outlook
- Experience with HRIS modules, ADP preferred
- Proven ability to manage multiple topics within tight timeframes
- Ability to stay focused under pressure and to act quickly on problems
- Knowledge of basic HR Laws and application

Essential Duties and Responsibilities:

- Responsible for the recruiting-, hiring & onboarding-process incl. preparation of all related paperwork & documentation
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- Responsible for payroll accounting incl. BONUS-calculation
- Organization and coordination of temporary workers
- Planning short and long-range training needs
- Assist top management in development and implementation of Human Resource policies
- Support top management on Change-Processes
- Gather and analyze data with useful HR metrics incl. preparation of related reports
- Ensures compliance with all federal, state and local employment laws
- Represents organization at personnel related hearings and investigations
- Assist in occupational safety topics



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We offer:

At our manufacturing facility the candidate can expect varied and challenging activities. He/ She can be part of a target-oriented community and has the opportunity to support the management in change-processes and performance of the manufacturing.

Further we will offer an attractive salary and benefit package (e.g. paid vacation, Vision, Medical, Life Insurance, 401k, Dental).

Please prepare your application/resume including your salary expectations to:

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