



**SEGUE
SOLUTIONS**

My Career Strategy May 2013 Opportunities

My Career Strategy Meeting Information

<http://is.gd/nxtmtg>

PIHRA Career Center

<http://is.gd/pihracareercenter>

PIHRA District 6

<http://is.gd/SouthBay>

My Career Strategy Email

Segue@Propster.com

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PIHRA Career Center

<http://hr.pihra.associationcareernetwork.com/Common/HomePage.aspx>

Contract Recruiter/Sourcer

CIM Group - **Los Angeles, CA**

CIM Group (www.cimgroup.com) is a real estate and infrastructure investment firm founded in 1994 with over \$9.5 billion in assets under management. As a key member of our Recruiting Team, the Contract Recruiter/Sourcer will work directly with the Recruiting Team to identify, source and hire talent for a variety of roles throughout CIMs departments and entities. Please apply at the following web address:

<https://www5.ultirecruit.com/CIM1000/JobBoard/JobDetails.aspx?ID05FE08C9B475243E>

Director of Human Resources

Archdiocese of Los Angeles - **Los Angeles, CA**

To oversee the implementation of all human resources functions of the Archdiocese, including employment and orientation, development and implementation of personnel policies and procedures, compensation administration, personnel records administration, employee relations and training. For more information and to apply, please visit our website: <http://www.la-archdiocese.org>. Click on: Archdiocese, Employment.

Field HR Business Partner

ADP - **Buena Park, CA**

The Client (Field) HR Business Partner provides Human Resources services for designated clients ranging from 5 to 200 worksite employees. Effectively establish, maintain, build and manage client relationships at all levels to ensure ADP Resource is successfully helping clients achieve their business strategies. Coordinates activities and facilitates timely delivery of services and projects to each client in all functional areas to include: payroll, HR, 401k, employee relations, training, etc.

Field HR Manager

Real Mex Restaurants - **Cypress, CA**

This position will partner with restaurant operations & support the HR systems for approximately 40 restaurants. This key position acts as an internal consultant to multi-unit managers & restaurant GMs in the areas of talent acquisition & management, complaint resolution, succession planning, HR specific training, & general HR support. 2 years HR experience in a multi-unit environment required. Bilingual (Spanish) required.

HR Analyst

Harvey Mudd College - **Claremont, CA**

Human Resources Analyst Harvey Mudd College - Claremont, CA The Human Resources Analyst works independently, exercising a high degree of latitude in performing a wide range of administrative responsibilities in support of services, programs and projects for the Human Resources and Business Affairs Offices. Bachelor's degree and 5 years' experience required.

Apply at: <http://apptrkr.com/338933>

HR Coordinator

Port Logistics Group - **City of Industry**, CA

This is a full time coordinator position with M-F 8 AM - 4:30 PM hours that provides administrative and generalist support for the Port Logistics Group COI Division. Responsibilities include assisting with employee enrollment, setting up employee benefit deductions in Ceridian HRIS, fielding employee questions and issues pertaining to benefits, requesting COBRA compliance, VOEs, managing EDD by verifying unemployment, Respond to EDD Employee Disability

HR Generalist

Child Care Resource Center - **San Bernardino**, CA

CCRC is looking for a Human Resources Generalist with a proven track record of five years of Human Resources experience. At CCRC we believe in teamwork, having fun and achieving success. That is where you come in and as a Human Resources Generalist at CCRC, you play a key role in guaranteeing that success continues by using your skills to support the Human Resources department.

HR Generalist

Nakajima USA, Inc. - **Torrance**, CA

Nakajima USA is looking for an experienced HR Generalist with a background in retail/wholesale, multi-state employment. This full-time position is located in the Torrance, CA corporate office. NUSA has produced on extensive range of items for global brands including Sanrio, Disney, and Warner Brothers. NUSA is the primary partner managing the "Hello Kitty" presence including all independently-run licensed Sanrio U.S. stores as well as the day-to-day management of NUSA-owned retail locations.

HR Generalist

Standard Homeopathic Company - **Carson**, Los Angeles, CA

Standard Homeopathic Company a well-established pharmaceutical manufacturing company has an exciting opportunity for an HR Generalist. This position is responsible for managing the day to day operations of the Human Resources department. Position requires the ability to identify and resolve employee-related matters in a professional and confidential manner. Please e-mail resume to hr@hylands.com. For more product and company information, please visit www.hylands.com

HR Generalist

Company Confidential - **Northwest region of California**

Providing Human Resource management support to a global retailer that embraces diversity at every level, encourages innovation, creativity and that attracts and retains the best talent, and is recognized globally as one of the best in the retail industry.

HR Generalist Set yourself apart from the rest!

Towne Center Property Management Company - **Newport Beach**, CA

We are a growing and fast-paced Property Management Company in Newport Beach. We are seeking a Human Resource Generalist, with recruiting experience, who is bilingual (Spanish). This position will support the Human Resource Manager in all areas of the department. The position directly impacts the quality of the employee experience, employee's development and manager's ongoing professional development of management skills. Please see the complete listing for details and send your resume today!!

HR Manager

Visual Data Media Services - Burbank, CA

The Human Resources Manager will be responsible for managing the day-to-day operations of the human resources department. The HR Manager administers human resource's policies, procedures and programs, and monitors functions within employee relations, training, personnel policies, and regulatory compliance. Provides administrative support to human resources function as needed (e.g. correspondence generation, record keeping, file maintenance, recruiting). Will perform other HR duties as assigned.

HR Manager

Teknor Apex Company - City of Industry, CA

Join Teknor Apex Company in the role of HR Manager for our plant located in City of Industry, CA. BS degree in HR, Business Administration or related 6-8 years of relevant experience, preferably in a unionized mfg. environment. Bilingual English and Spanish Labor Relations experience. Expertise in human resources practices and principles, federal and state employment laws, employee relations practices, workforce planning initiatives, and staffing.

HR Manager

Panda Restaurant Group, Inc. - Rosemead, CA

The Associate Relations Specialist position is responsible for responding to field associate relations oriented calls and leading investigations to resolve associate complaints or concerns. This position works with Operations leaders, field HR, and Legal to develop and implement positive workforce practices and strategies aligned with the company's Mission, Values, and Culture.

HRIS Specialist

The Children's Clinic - Long Beach, CA

The Children's Clinic in Long Beach is seeking to identify an experience HRIS (Human Resources System,) Specialist to work in the city of Long Beach for a company who been dedicated to providing comprehensive healthcare in a culturally sensitive and linguistically appropriate manner to medically underserved, low-income and high-risk populations in Long Beach and surrounding communities. This position is responsible to take full accountability to manage the workforce data, system, and process...

Manager - Compensation & HRIS

Trust Company of the West - Los Angeles, CA

HR Manager Compensation/HRIS Headquartered in downtown LA, TCW is a leading asset management firm with over 500 employees. This position is responsible for hands-on management of firm-wide compensation, including the annual compensation review process; ongoing review & analysis of comp structure & pay levels; benchmarking & competitive industry analyses; & making recommendations to the HR Director & senior managers. Will also oversee the HRIS and HR reporting. Please visit www.tcw.com.

Payroll Supervisor

Natures Best - Brea, CA

Nature's Best is looking for a bilingual Payroll Supervisor. Natures Best is the largest privately owned wholesaler-distributor of health and natural food products in the Natural Products Industry. We provide a full-line of Certified Organic, Natural and Specialty products to retail stores throughout the Central, Southern and Western U.S., Alaska, Hawaii and Asia. We look forward to having you join our family!

Principal Human Capital Consultant

Trinet - Los Angeles, CA

As a member of TriNet's Human Capital Consulting Team, you will take a consultative and collaborative approach to providing best in class human resources guidance to our clients while applying your customer centric approach. You will receive first class training in the products, techniques and deliverables offered by TriNet as we continue to build out new service offerings to our customers.

Senior HR Manager

Amazon - San Bernardino, CA

At Amazon, we are working hard to be the most customer-centric company on earth. To get there, we need exceptionally talented, bright, and driven people. If you'd like to help us build the place to find and buy anything on-line, this is your chance to make history. We are looking for a dynamic, organized self-starter to join our Human Resources department as a Sr. HR Manager based in Southern California.

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Training and Development Manager

Simplicity Bank - Covina (L.A./San Bernardino), CA

Simplicity Bank, a community-based bank located in Covina, CA (L.A./San Bernardino area), has an exciting opportunity for an experienced Training and Development professional. This person will design, implement and maintain the training programs within the organization that support the Bank's mission statement and core values, goals and objectives. Minimum of 5 years of corporate training experience required. Previous banking experience preferred. Local candidates only.



The SHRM Job Board also has local opportunities at
http://jobs.shrm.org/home/index.cfm?site_id=1612

CB & ASSOCIATES INC.

CB and Associates frequently has local opportunities:
www.cbrecruiters.com

HR Manager

Direct Reports: One

Location: East LA Area

Salary: DOE / annual bonus

Overview: Manufacturing company seeks an HR Mgr. to join their team. This position is responsible for the development, implementation and administration of Human Resources policies and programs of the Company including: employment, wage and salary, performance evaluation, employee benefits, workers

compensation, employee relations and payroll. Responsibilities also include analysis of purchases, leases, and maintenance agreements for all locations.

Duties and Responsibilities include the following:

- Regularly review all Human Resources functions and proactively make improvements as necessary. This position is required to take initiative to ensure improvements are implemented, or provide recommendations to Executive Management when approval required.
 - Develop and maintain effective recruitment methodology. Recruits, interviews, and assists in selecting qualified employees to fill vacant positions; coordinates recruiting of temporary/permanent employees from outside agencies.
 - Develop and maintain effective new hire orientation. Plan and coordinate initial orientation and training of newly hired employees to promote a positive attitude toward company goals; prepares new hire offer letter and package.
 - Develop and maintain effective compensation program; rewrite job descriptions as necessary; conduct wage surveys within labor market to determine competitive wage rate.
 - Develop, maintain, and/or oversee management development / training programs, especially specific to Human Resources related topics (Sexual Harassment training, performance evaluations, interviewing, handling employee disciplinary action, etc.).
 - Maintains and updates all personnel files and records including personnel changes such as hires, promotions, transfers, performance reviews, termination, classifications changes, wage adjustments and attendance.
 - Maintains updated employment records and prepares employment reports for internal/external distribution as requested (i.e. Paid Time off (PTO), Leave of Absence, EEO reports, etc.)
 - Oversee administration of employee medical, dental, vision, and 401(k) benefits programs including enrollment, preparation of forms/reports, changes, monthly billing reconciliation, annual audits, and review/recommendation of benefit plans.
 - Administration of State Unemployment and Workers' Compensation programs, including claims management, communicating with carriers/agencies, preparing documentation for use in hearings, lawsuits, and insurance investigations and audits.
 - Administration of semi-monthly multi-state payroll. (ADP: WorkForceNow) Collect and review all records for payroll input; reconciliation of payroll records. Work with various state agencies to review annual state tax rates and open new business account as needed.
 - Monitors managers' compliance with performance evaluation for employees. Preparation of forms, recording changes, follow-up and filing. Approve salary adjustments or forward to Executive Management for approval when necessary.
 - Assists department supervisors in resolving personnel problems, implementing disciplinary action, approving termination, and determining staffing needs consistent with Company policies, procedures, and employment laws.
 - Ensures that Company employment, safety, employee relations, personnel, and equal opportunity policies and practices comply with applicable federal and state labor laws.
 - Analyzes and makes recommendations regarding purchases and supplies including office
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equipment, furniture, fixtures and services required for Company's operation at all office locations.

- Analyzes and makes recommendations regarding company telecommunications including local, long-distance, and wireless. Evaluate methods to reduce costs in these areas.
- Assume other duties as directed by management including special projects and participation in organizational development programs and meetings.
- Other duties may be assigned.

Qualification Requirements:

- Ability to respond to common inquiries or complaints.
- Highly detail-oriented and analytical.
- Ability to multi-task - Handle several projects on deadline simultaneously.
- Proficient with MS Office (Word, Excel, PowerPoint), ADP Payroll (WorkForceNow, HRB, Payroll, EZ Labor, iReports) and HRIS.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Responsible for department safety and morale
- 7-10 years related experience. Management experience and skills to motivate and manage staff.
- ADP knowledge essential, WorkForceNow portal experience preferred
- Bi-lingual (Spanish) is a big plus, but not required.

Education

- Bachelor's degree from an accredited college or university in Business and/or equivalent experience, advanced degree preferred.
- PHR or SPHR desired, but not required.

Cindy Belicka, CB & Associates Inc. Executive Search
310-374-2856 phone 509-694-5981 fax cbelicka@aol.com www.cbrecruiters.com

VP HR

Reports to: CEO
Direct reports: B
Salary: DOE
Location: **Los Angeles County**

Overview:

Responsible for the major areas of talent acquisition, i.e. recruiting, job accountabilities, job descriptions, on boarding, training, coaching, retention, performance management succession planning, employee relations, compensation, and benefits

Requirements:

- Resolves employee relations matters and proactively monitors potential issues that may arise. Scripts conversations with Executive staff prior to communicating to teams on employee issues.
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- Follows up on all HR issues. Approves recommendations for terminations. Reviews employee appeals through complaint procedure.
 - Determines and recommends employee relations practices necessary to establish an exciting place to work environment, modeling the company's Mission Statement.
 - Drives a culture of development, performance and accountability and building leadership capability to meet the people needs of a growing organization.
 - Develops and drive overall Human Resources strategy for the company including the crafting of company-wide performance management, succession planning and career planning strategies.
 - Grows the best teams in the country by hiring, training and managing world- class talent. Establishes standard recruiting and placement practices and procedures.
 - Analyze and determine training needs of the company and develop plans, procedures and programs to meet specific training needs of organization/stores.
 - Develops/maintains strong working relationships with the SVP of Stores and the SVP of Loss Prevention.
 - Ensures compliance with Human Resources laws and regulations. Directs the preparation of information requested or required for compliance. Acts as primary contact with labor counsel and outside agencies.
 - Establishes wage and salary structure, pay policies, implementation of employee review process and training of this process. Responsible for employee benefit programs and healthcare reform; monitors for effectiveness and cost containments.
 - Directs the preparation and maintenance of reports necessary to carry out functions of the Human Resources department. Prepares periodic reports to Senior Management, as necessary or requested.

Minimum Qualifications:

- 10+ years of progressive Human Resources management experience.
- Bachelor's degree or equivalent.
- Specialized training in compensation, preventive labor relations and experienced with employee legal action and working in a multi-state environment.
- Retail knowledge and experience with multi-stores required.

Cindy Belicka, CB & Associates Inc. Executive Search
310-374-2856 phone 509-694-5981 fax
cbelicka@aol.com www.cbrecruiters.com
<http://www.linkedin.com/pub/cindy-belicka/0/b68/57>

Corporate Recruiter - Emser Tile **West Hollywood**, CA (Contractor to Permanent)

Job Description:

Emser Tile, the leading importer/distributor of artisan ceramic tile and natural stone building and flooring products, seeks a Corporate Recruiter on a contracting basis to support our aggressive growth and national expansion. The position will be in our corporate office in West Hollywood, California.

Interested candidates should note that this position has a strong potential to transition into a full-time position. So both contractors and those seeking long-term employment are encouraged to apply.

This position will work in partnership with the Company's HR Team to support talent sourcing, candidate screening and final talent acquisition for hiring managers throughout the U.S. Using a variety of sourcing platforms, including our applicant tracking system, various job boards and social networking sites, as well as identifying passive candidates through cold call and extensive networking, this position will pre-screen and distribute a high volume of candidates to our Hiring Managers through the U.S. This position will support the interview process and disposition all applicants.

Responsibilities:

- Partner with the HR Team to prioritize and facilitate all search / recruiting activities for the Company
- Personally conduct multiple web-based resume searches, and distribute search results through the Company's Applicant Tracking System
- Screen initial pools of candidates via resume review and some phone screening
- Develop passive candidate leads using various sources (including web-based resources and social media) and actively cold call leads to networking and develop a qualified candidate pool
- Handle some candidate interview scheduling and travel arrangement duties
- Thoroughly document candidate status and final disposition into various reports and programs
- Regularly report recruiting activities, candidate flow status and results metrics
- Assist in some HR administrative tasks, as assigned

Required Experience:

- Successful history of sourcing and recruiting in a hands-on staffing function for a multi-location or multi-business environment
- Experience with Applicant Tracking Systems
- Experience with job boards
- Experience with LinkedIn's Recruiter tool a plus
- Successful track record of recruiting in a dynamics / entrepreneurial environment
- Must be highly organized and results oriented, and committed to tracking efforts and measuring progress
- Competent with Microsoft Office, including Word, Excel and Outlook
- Enjoy working in a positive group dynamic, but self-disciplined to diligently work and produce with limited supervision

Interested candidates can learn more about the job and apply by clicking on this link

<http://myjobs.com/j/l.cfm/128818>

HR Generalist (San Fernando, California)

HR Generalist Bilingual Spanish for warehouse/manufacturing
\$20/hr. temp to hire.

Food Manufacturing Company in the San Fernando area seeks experienced Generalist for a

warehouse/production environment. Bilingual Spanish a must. PHR certification desired along with 3+ years' experience. We're looking for someone to take a business partner approach and flexibility to work with operations/management team, regular staff and temporary employees.

Take charge for all safety related training, investigations and paperwork, employee relations, new hire and termination paperwork.

Our successful candidate should have several years exp. for labor law compliance, recruitment, on-boarding orientations and familiar with benefit administration. Advanced oral & written communication skills along with Word, Excel & some HRIS experience.

Resumes to: staffing@barringtonstaffing.net

Senior Compensation Analyst (Los Angeles, CA) paying in the \$70-80,000 range plus bonus.

Position Description

Senior Compensation Analyst to join our Global Human Resources Department. As a key member of the Global Compensation team, you will partner with a dynamic group of professionals, serving as a compensation expert to various lines of business.

As a successful Senior Compensation Analyst, you will use your subject matter expertise and knowledge to advise and make recommendations on a variety of subjects, including compensation program recommendations, bonus and variable compensation plans and job analysis. You will also actively participate in cross-functional human resources projects and initiatives.

Key responsibilities will include:

- Researching and analyzing market data, salary surveys and compensation trends to effectively partner with the business to make recommendations and influence business decisions
- Implementing compensation programs such as annual bonuses and review cycles
- Conducting job and market analyses to ensure competitiveness in the marketplace
- Working as a subject matter expert/consultant to collaborate with HR and business professionals across North America in a team-oriented environment

Hiring Criteria

- 3 - 5 years' experience in human resources and compensation
- Experience in organizing and analyzing data into actionable conclusions with recommendations for presentation in a clear, concise, and easily understandable manner
- Excellent consultation and interpersonal skills and the ability to work collaboratively
- Good working knowledge of Excel required; knowledge of SAP and Microsoft Access a plus
- Strong numbers orientation, including knowledge of basic statistical and math calculations
- A minimum of an undergraduate degree is strongly preferred

Dick Gast, Richard Gast & Associates LTD.

dick@rgaltd.occoxmail.com

949-472-1130

Accounts Receivable Clerk: Under supervision, responsible for the timely billing and collection of fees, tuition, and preparation of related journal entries. Reconcile miscellaneous receipts for Fund Development and review cash receipts for proper accounting code. Reconcile various revenue accounts and assist with annual audit process. Assist with various research and special tasks as needed. Requirements: Two years of college; AA degree preferred. Four years' experience in accounting including two years in billing and collection. Previous non-profit experience helpful. Familiar with Regional Center billing, HUD, or LAUSD billing desired. Must be proficient in the use of Excel; Navision experience a plus. Bachelor's degree may be considered in lieu of experience. Salary: \$15.50 - \$20.93 per hour

All persons seeking employment must complete a written application. Applications may be obtained during normal business hours (Monday through Friday 8:00 a.m. - 4:30 p.m.) at the address noted below. Interested persons may also submit a resume and cover letter by mail, email or fax. To be considered, you must indicate the specific position for which you are applying. All positions require evidence of a negative TB test and DOJ background clearance. Some positions require a pre-employment physical and an insurable driving record.

Exceptional Children's Foundation, Human Resources
5350 Machado Road, **Culver City**, CA 90230
Fax: (310) 391-1059 or Email: hr@ecf.net

HR Generalist (RFP Bid for a small government agency)
Torrance, CA

I offered to help an executive of a small, local government agency who is looking for outsourced, regular, part-time HR generalist assistance. This would likely involve one day/week on-site handling everything from maintenance of personnel files to employee relations to HR policy manual reviews and updates.

The agency is very small, under 25 employees, and is located in Torrance.

As a governmental body, they need to issue an RFP/RFQ. In particular, they would like to utilize an individual or service that has public sector HR experience.

I know many of you do this type of work. If you would like to be on the Bidder's List (for receipt of the RFP), please email me at sbwiener@hotmail.com and indicate "HR Services Bidders List" in the subject line.

In addition to the name of your firm, please include firm mailing address, and contact name, phone number, and email address. If you have a website, include your website address as well.

I am specifically keeping the agency anonymous at this time. I am only providing them with a list of possible firms/individuals and have no other work with this agency currently.

Suzanne Wiener, MBA, CCP
Compensation & Performance Management Solutions
sbwiener@hotmail.com

Bookkeeper/Accountant

Urology Specialists of Southern California is looking for Bookkeeper/Accountant for our Corporate office in Torrance. All interested candidates please email your resume to human.resources@usscurology.com.

We are looking for an HR Director for a client in Irvine, California. Any help that you could provide I would greatly appreciate.

Summary: The HR Director manages human resources for a specifically assigned subsidiary in field Area Sales, and Customer Service groups.

Responsibilities:

- HR Business partner for regional distribution operations to include human capital planning and deployment.
- Maintains dotted line relationship with key senior managers within assigned constituent group.
- Consults with management on performance management issues, including corrective action and documentation, employee coaching and counseling, performance appraisals, goal setting and terminations and employee development.
- Approves and administers wage and salary changes.
- Consults with management and provides information on referrals on benefits, incentive, service award and payroll inquiries. Provides guidance on policies and procedures for Branch personnel.
- Provides data analysis and information to Regional Management. Develops and coordinates reports for regional management and provide consultation regarding wage, hour and compliance issues. Interprets and implements policy and procedures for Field Operations.
- Provides training on human resources and supervisory topics, including sexual harassment, compliance, interviewing, supervision, and orientation.
- Coaches management to support branch goals and objectives.
- Provides coaching and counseling to employees in areas, which include career development and counseling.
- Monitors and manages management trainees, interns and other programs.
- Up to date knowledge on all state and Federal laws and implements policy accordingly, including OSHA, safety regulations, workers compensation and risk management.
- Monitors employee goals and objectives and implements action accordingly.
- Partners with management to develop and implement strategic goals and objectives.
- Provides a high level of service and accountability to all customers.

Qualifications:

- Education: BA in Human Resources, management or related field or equivalent work experience.
- Experience: 5+ years in the Human Resource field.

Skills/Abilities essential to the position

- Action oriented
 - Initiative
-

- Analytical thinking
- Interviewing
- Coaching
- Organization and planning
- Collaborative
- Problem solving
- Communications (written, verbal, listening)
- Results oriented
- Customer focus
- Teamwork
- Influencing
- Proactive

Knowledge Essential to the Position

- Employment experience with multi-site locations
- Resolution and Problem-Solving Skills
- Experience with managing Executive Leadership Teams
- Must be bilingual in Spanish
- **Travel:** 25-30%

Shari Ober, Springhouse Group Ltd.
shari.ober@springhousegrouppltd.com
www.springhousegrouppltd.com

Director of Payroll and Benefits, located in the **Los Angeles** metro area

Our client a multi-billion dollar global leader in their international services space is seeking Payroll and Benefits Professional with a sophisticated and significant knowledge of international tax implications for employees.

- Salary to \$150K + 30% target bonus
- Generous Relocation Package Available!

Summary: Manages the activities around international and domestic payroll, works with and supports Human Resources on international and domestic benefits, and works with Tax Department on international tax implications for employees. Within payroll department, this person will be responsible for the direction of payroll preparation/processing and the responsibilities such as tax reporting, benefits-records administration, and payroll systems maintenance. This person will have one or more Payroll Managers as direct reports; manages regional and sectional payroll and related activities and multiple stand-alone payrolls reporting to a centralized payroll authority.

Responsibilities:

Payroll management and administration--Manage bi-weekly disbursement of multi-state payroll including garnishments, benefits, and taxes to 500+ employees; ensure the processing of new hires, temporary workers, transfers, promotions, and terminations; audit W-4s, payroll balance sheets, and

year-to-date earnings; Resolve discrepancies between payroll salary accounts; direct the production and issuance of paychecks or electronic transfers to bank accounts; calculate employee federal and state income and social security tax, 401K matching, unemployment, and workers' compensation payments; reconcile payroll liability accounts

Internal efficiency and compliance--Review and analyze current payroll, and recommend changes; ensure systems are updated to reflect current employee base, including wages, benefits, and sick and vacation time, in line with contracts; communicate with Operations and HR to review cross-departmental impacts and reconcile data sharing; ensure compliance with Company, local, state, and federal legal requirements

International Benefits and Tax--Review and analyze current benefits programs and structures; reviews and recommends tax policies and procedures and recommend changes in regard to international employees tax liabilities; ensures compliance with all local law's regarding benefits programs and employment taxes in the countries where the Company maintain offices. Communicate with Operations and HR to review cross-departmental impacts.

Qualifications:

BA / BS in Accounting, Finance, or Business Administration; Master's degree a plus; 7 to 15 or more years of relevant experience; extensive knowledge of ADP and ReportSmith; advanced skills in Microsoft Excel; stay abreast of relevant local, state, and federal laws, rules, regulations, codes, and statutes; strong verbal and written communication skills; develop and maintain strong working relationships with clients and vendors; CPP designation preferred. (Only a US Citizens or a Permanent Resident will be considered for this position.)

Contact: Rick Manning, President,
F .E. Manning Associates--SEARCH
Phone: 818.832.3249, email: rm@femanning.com

HR Manager for dual Plants: **Irvine and Santa Ana**

Job Description

Global Electronics manufacturer seeking a Human Resources Manager responsible for our Irvine/Santa Ana, CA plant(s). The HR Manager will be responsible for managing HR activity, including but not limited to: integration and implementation of change programs and policies, process improvements, relationship management, recruitment support, employee development, compensation, employee relations, safety, training and project work. The HR manager will have additional support from a national HR executive as well as a pooled-employee services hotline.

This role will predominately focus on leading the HR function while working closely with the HRSC (our employee service center) and many integration efforts surrounding 'best practice':

- Manage all local HR support services within the sites while proactively measuring process improvement strategies/initiatives that drive transactional/routines services to the call center to increase efficiency & effectiveness in HR operations.
 - Manage all employee relation matters for the sites including: coaching, counseling, termination, performance improvement plans and trending employee turnover.
 - Handle escalated HR issues and provide general human resources services to the respective
-

business partners and employee population - answering HR related inquiries while maintaining in-depth knowledge of legal requirements, reducing legal risks and ensuring regulatory compliance.

- Brand and market unified and consistent policies and procedures.
- Contribute and foster new and existing employee programs focused on employee staffing and on-boarding.
- Employee relations, wellness programs, charitable events, along with training and development initiatives. Compensation plans and performance review are key initiative for the coming year.
- Ensure regulatory and system compliance in HR initiatives along with company health, safety and environmental policies and all applicable US export control and security regulations.
- Assess and anticipate HR-related needs while proactively communicating needs and developing integrated solutions.
- Analyze trends and metrics for the sties to provide support, develop solutions, programs and policies and foster open communication with business partners and employee population.
- Support the implementation of best practice, plans and strategies, defined by the HRSC management.

Desired Skills & Experience

- Minimum 5 – 7 years broad HR experience in a technical or operations environment
- Bachelor's degree and HR certifications preferred
- Strong change management, coaching, interpersonal and communication skills
- Process orientation
- Capable of working independently with good decision making skills
- Knowledge of current employment laws and regulations
- Excellent PC skills and strong working knowledge of systems (HRIS, ATS and payroll systems)
- Aptitude to handle multiple changing priorities
- Strong analytical skills, to grasp complexities and perceive relationships among problems and issues
- Ability to travel 25% (largely local travel to sister plant (~10 miles).
- Bilingual English/Spanish Required

Jackie Hoofring, Avalon Staffing
818 212 0981 or Jackie@avalonstaffing.com

I am recruiting for a **Safety Coordinator**. Anyone interested can reach me at almad@phenomenex.com.

Alma Dalnay, HR Generalist, Phenomenex

Regional HR Director - West Coast
Saks Fifth Avenue - **Orange County**, California Area

Job Description

The Regional HR Senior Manager is a strategic partner to the RVP in managing the talent plan and human

resource functions to support the stores organization and the implementation of key company initiatives. Through stores' leadership, he/she is responsible for growing talent, increasing sales, and improving service for the stores within the assigned Region. The Regional Human Resources Senior Manager will:

- Drive a region talent plan including strategies for growing high potential leaders, building slates for critical positions, and improving or exiting BT performers for succession planning and new stores growth
- Coach and support the Store Directors on the hiring, developing, recognition, and engagement of their people.
- Drive growth of a selling culture through upgrading of hiring, development, and retention of key nonexempt roles.
- Discuss and position talent across regions to proactively drive career opportunities of Store Directors, MTM's, SSM's and Managers in Training
- Drive success of Executive Development and intern programs in stores
- Ensure stores are effectively driving recognition, performance management, objective setting and strategic company initiatives
- Function as the HR Business Partner to Centers of Excellence for his / her respective Region
- Partner with the ERSC to address store and regional issues
- Lead and participate in corporate task forces and strategic projects
- Participate in Regional communication vehicles and annual Leadership Conference

Desired Skills & Experience

- 4 year degree is required.
 - Training experience is a plus.
 - The ability to build effective and motivated teams, sound business judgment, and understanding of employment law are required.
 - Proven abilities in the areas of organization development and talent development, resulting in higher degrees of organizational engagement and effectiveness are a plus
 - Strong communication and facilitation skills are required.
 - 5+ years of related HR experience is required in retailing or other fast paced service and selling environment, in positions of increasing responsibility and volume.
 - Strong experience with executive coaching and development is required
 - People management experience is required
 - Leadership Competencies
 - Business Acumen
 - Building Effective Teams
 - Command Skills
 - Conflict Management
 - Customer Focus
 - Developing Direct Reports & Others
 - Drive for Results
 - Interpersonal Savvy
-

- Managerial Courage
- Managing and Measuring Work
- Motivating Others
- Problem Solving
- Sizing Up People
- Strategic Agility
- Credibility
- Functional Competencies
- Organizational Design
- Talent Management
- Executive Coaching
- Workforce Planning

Company Description

Saks Fifth Avenue was the vision of Horace Saks and Bernard Gimbel, who operated stores independently on New York's 34th Street at Herald Square in the early 1900s. Their dream was to build a store that would become a symbol of fashionable, gracious living. On September 15, 1924, Saks Fifth Avenue became the first large retailer located in a primarily residential district. By offering the finest quality men's and women's fashions, and placing an emphasis on exceptional customer service, Saks Fifth Avenue became the byword for taste and elegance.

Saks Fifth Avenue has had a rich history as a fashion innovator: from selling ski equipment in the 1930's to launching Estee Lauder's cosmetic line in the 1940's; from decorating the 1969 White House Christmas tree to introducing saks.com, our on-line shopping experience, in the summer of 2000. In 2007, Saks Fifth Avenue started 10022-SHOE, the designer shoe salon so big, "it has its own ZIP code." With the opening of our first prototype Saks Fifth Avenue OFF 5TH store in 1992, we began to further expand in the off-price luxury business, offering value-priced designer clothes and accessories

Information: http://www.linkedin.com/jobs?viewJob=&jobId=5641073&trk=eml-anet_dig-b_premjb-ttl-hdp&ut=211LjIKrn-2IM1

HR Team Leader

Schreiber Foods - Fullerton, California (Orange County, California Area)

Job Description

Are you looking for a career with exciting opportunities, diverse challenges, great people to work with and a chance to make a difference? If so, Schreiber Foods may be the perfect fit for you.

We're the world's largest supplier of customer-brand dairy products. If you've had a burger, sandwich, salad or anything else with cheese on it at a restaurant lately, there's a good chance it was Schreiber cheese.

If you join our team, we'll provide you with the opportunity to:

- Be a valued leader. As a leader in our world-class organization, you'll help keep things running smoothly. You'll have people valuing your opinions and decisions.
 - Make an impact. You'll initiate new ideas, solve problems and build relationships. The decisions
-

you make will drive improvements and grow our \$5+ billion company.

- Enjoy rewards. When you meet your individual, team and/or company goals, you can earn a quarterly incentive. That could be extra cash in your pocket every 90 days

In this HR Manager role, you will manage the total human resources function at the plant, including management recruitment and selection, employee relations, communications, wage and benefit administration, safety, training and development, compliance to all regulatory agencies relating to employment, policy administration, and union relations. Works closely with management in developing and implementing policies and programs to meet the goals and needs of the organization through the most effective and efficient use of human resources.

Desired Skills & Experience

Duties of the role include:

- Implement and maintain "Best of the Best" work processes related to performance assessment, employment law, staffing, progressive discipline and partner training and development.
- Drive the process to improve individual and team performance feedback as well as opportunities for continuous improvement.
- Implement preventive labor relations activities. Take the lead to assure compliance to regulatory agencies such as EEOC, FLSA, OSHA, and Affirmative Action. Primary contact in relationship with local union and administration of labor agreement.
- Administer the plant safety program with responsibility for all safety administration except environmental safety.
- Assure that established methods and processes are effectively functioning to measure and improve partner performance, teamwork, management style, plant organization design needs and plant climate. Partner with the Plant Manager to develop and motivate the leadership team and hourly partners to high levels of involvement in the Quality Improvement Process, productivity and morale in the achievement of their accountabilities. Assure that career paths are well defined and operational.
- Maintain appropriate staffing requirements for both hourly and salaried openings. Hire the Best of the Best hourly partners to maintain a world class operation. Drive the plant leadership recruiting process to include subsequent orientation and training.
- Participate on teams that develop competitive wage, incentive and benefit programs for the plant. Assure programs meet plant goals and constraints are properly communicated to partners and conform to government regulations.
- Partner with the local community organizations to foster a positive community relationship.
- Partner with counterparts in other converting plants to encourage creative alternatives and consistent application.

We're looking for leaders who thrive in fast-paced environments. The successful candidate will have:

- Bachelor's Degree in Human Resources or related Field
- Minimum (5) years of experience in Human Resources or similar responsibilities.
- Desire to grow and take on new challenges and opportunities

Company Description

Founded in 1945, Schreiber Foods has grown to become a \$5+ billion global enterprise and the world's largest customer-brand dairy company. It provides products to the biggest names in restaurant chains and is the world's largest supplier of private label dairy products to grocery and foodservice distributors. More than just a cheese company, Schreiber is a global leader in innovation. Its more than 6,000 employees around the world work together to provide custom-designed, high-value products and services for its customers. From its roots in process cheese, Schreiber has become a leader in cream cheese, natural cheese, high-end specialty cheese and yogurt. With its headquarters in Green Bay, Wis., Schreiber has nearly 30 production and distribution facilities in 16 cities throughout the U.S., each strategically located to provide one-day delivery to customers anywhere within the continental U.S. Schreiber also has production facilities in six countries outside the U.S., making it an established dairy leader with unparalleled depth, breadth and global reach.

http://www.linkedin.com/jobs?viewJob=&jobId=5640203&trk=eml-anet_dig-b_premjb-ttl-hdp&ut=02jxj4k8E42BM1

HR Director
(San Fernando Valley California)

The executive recruiting consulting firm of Saenger Associates has been exclusively retained to search for a great fit candidate for the position of Director, Human Resources. Our long time successful client is a multi-plant manufacturing organization headquartered in the San Fernando Valley, CA.

RESPONSIBILITIES

Our client is an established and successful manufacturing company looking for a trustworthy, hands-on, business savvy HR partner. He / she will manage and bring innovative ideas to the traditional HR functions including employee relations, recruiting, new hire orientation, policies & procedures, performance management, benefits administration, labor law compliance, and workplace best practices.

REQUIREMENTS

- Manufacturing/Distribution industry experience
- 15+ years HR Generalist Management experience
- Integrity, loyalty, confidentiality
- Experience providing HR support for multiple plants of 300 employees
- Demonstrable experience implementing HR best practices
- Successful application HR best practices, employee relations and performance management
- Knowledge of and practical application experience in federal and state employment, labor laws, regulations, procedures and employee handbook upkeep
- Experience managing full cycle recruiting for all levels and functions.
- Benefits administration expertise
- Ability to foster a cooperative environment, strong team orientation and collaboration
- Strong safety, OSHA, and workers' compensation expertise
- Bachelor's degree; PHR/SPHR preferred
- Bilingual Spanish a MUST
- Ability to travel

- Local candidates only.

COMPENSATION

This position offers a compensation package (low \$100s) and benefits package

For consideration, please email your resume with current compensation, in strictest confidence, to jobs@list.saengerassociates.com.

Employee Relations Manager

Iron Mountain - Greater Los Angeles Area

Job Summary – Employee Relations Manager

- Provides Employee Relations Leadership to designated field locations for all business lines in assigned territories. Maintains effective relationships with business partners in order to drive business results through dynamic and positive employee relations strategies. Ensures consistent practices and decision making in employee relations within their territories in order to mitigate risk and promote a strong, ethical and motivating environment.
- Identifies and recommends strategies to address current and future employee relations and retention needs. Participates in projects to develop employee relations best practices and propose new/ modified programs and policies to better organizational needs. Manages and reports on identified metrics that support company proactive employee relations strategies (P)
- Provides employee relations leadership by ensuring compliance to company policies and practices and federal, state and local laws; respond to field inquiries and direct resources that can assist or accelerate issue resolution (P)
- Conducts complex investigations and mitigates risk by ensuring compliance with EEOC, DOL and NLRB policies (P)
- Conducts formal (ERL class series, Performance Management) and informal (change management, conducting difficult conversations) training for front line leaders (S). Serve as advocate and advisor for front line supervisors and managers.
- Serve as ER hourly employee “advocate” through proactive (roundtable facilitation, Transportation ride-alongs, etc.) and reactive (Dispute Resolution, Open Door, Ethics Hotline and employee outreach) behaviors. Drive resolution of all open issues in a timely and professional manner (P)
- Champions Company, Area and Territory initiatives by working closely with ER communications to develop and deliver compelling, honest talk tracks that inspire and motivate employees (P)
- Functions as a liaison with HRBP’s and COE’s to assist in driving company programs and policies,
- Work in partnership with Labor Relations team to manage formal union campaigns and/ or union avoidance strategies as needed or developed for assigned areas of responsibility.

Desired Skills & Experience

Functional Knowledge, Skills, and Competencies

- Demonstrates a minimum of 5-8 years of HR and/ or Employee Relations experience. Possesses broad knowledge of all internal HR programs and services. Ability to understand and interpret

state and federal laws associated with employee relations, including, but not limited to, FMLA, ADA and NLRB and EEOC case ruling. Ability to communicate and present effectively to all levels of the organization, in particular front line leadership and non-exempt employee groups. Has a strong sense of urgency in both solving problems and defining problem solutions to mitigate future risk and issue recurrence. Proven skills in MS Office products required including Word, Excel and PowerPoint

- Trusted advisor and advocate. Provides strong direction when resolving issues and delivering positive and proactive ER strategies. Delivers consistent programs and responses to improve upon the effectiveness of the North American business.
- Thinks at all levels (exempt and non-exempt) when resolving issues; provide consistent, realistic and empathetic communication that is understood and acknowledged by business leaders and hourly staff. Partners in a consistent and positive manner with HRBP (within assigned territories) and Centers of Excellence to ensure issue resolution and proper role clarity in delivering programs to territory employees.
- Ability to be seen as a trusted advisor and subject matter expert by hourly and exempt territory leadership by building relationships with leaders and instilling confidence through exceptional performance.

Company Description

Iron Mountain Incorporated (NYSE: IRM) provides information management services that help organizations lower the costs, risks and inefficiencies of managing their physical and digital data. The company's solutions enable customers to protect and better use their information—regardless of its format, location or lifecycle stage—so they can optimize their business and ensure proper recovery, compliance and discovery. Founded in 1951, Iron Mountain manages billions of information assets, including business records, electronic files, medical data, emails and more for organizations around the world.

Visit www.ironmountain.com or follow the company on Twitter at www.twitter.com/IronMountainInc for more information.

Long-term freelance **Benefits Writer** roles available. Qualified candidates will have 3+ years' experience writing for or marketing benefits programs. Position involves writing and planning all stages of open enrollment communication. On-site role in **San Francisco**.

melissas@aquent.com

Senior Executive Compensation Analyst (HRC3)

Edison International - **Greater Los Angeles** Area

Job Description

This position will be in the Executive Compensation and HR Compliance Division within Edison International (EIX) Human Resources Department. In partnership with the Principal Executive Compensation Manager, the successful candidate will provide research, analysis and make recommendations for the design and development of executive compensation and benefits programs.

Essential job functions include:

- Preparing reports, analysis, and other materials for presentation by senior executives to the
-

Compensation Committee or the Board of Directors.

- Preparing compensation-related analysis and materials for annual and quarterly financial and accounting reports.
- Maintaining salary planning database (i.e., ePrism) and utilizing it for submissions for key compensation surveys, compensation planning reports, and ad hoc reporting.
- Performing technical and detailed compensation benchmarking analysis for executive positions.
- Serving as a back-up resource for programming and administration related to equity and deferred compensation.
- May be required to work evenings, weekends, and holidays during periods throughout the year (i.e., Year-End Compensation Review).
- Maintaining a safety conscious work environment by following Edison safety protocols and safe work practices.
- Performing other responsibilities and duties as assigned.

Desired Skills & Experience

Job Requirements:

- Must have at least 5 years of experience in compensation.
- Must have experience with executive compensation.
- Master's Degree in Human Resources, Psychology, Business Administration, or related field or an equivalent combination of formal education, training, and experience.
- Typically possesses ten or more years of experience in Human Resources.
- Demonstrated experience preparing compensation-related analysis and materials for annual and quarterly financial and accounting reports (proxy).
- Demonstrated experience maintaining a salary planning database and utilizing it for compensation surveys, compensation planning reports, and ad hoc reporting.
- Demonstrated experience performing technical and detailed compensation benchmarking analysis for executive positions.
- Demonstrated experience consulting with clients on issues related to compensation and related HR disciplines, and applying knowledge of company policies/procedures and/or state and federal laws relating to compensation.
- Demonstrated experience supporting projects, including identifying, maintaining, and/or adjusting the scope and/or resources, and overseeing the formal planning, tracking, and reporting of project performance.
- Demonstrated experience analyzing information, making strategic decisions and recommendations, and guiding others' decision making by identifying the anticipated benefits, consequences, and impacts of alternatives.
- Demonstrated experience performing statistical analysis to provide solutions to problems.
- Demonstrated experience using Microsoft Word, Excel, and PowerPoint.
- Must be willing to work evenings, weekends, and holidays during periods throughout the year (i.e., Year-End Compensation Review).
- Demonstrated ability to follow Edison safety protocols and safe work practices.

Preferences:

- CCP
- PHR

http://www.linkedin.com/jobs?viewJob=&jobId=5707662&trk=eml-anet_dig-b_premjb-ttl-cn&ut=2-KX1_Ny6j5IM1

Technical Recruiter (Contract)

Our confidential client, due to a recent resignation, has immediate need for a contract technical recruiter to meet demands of open requisitions. Assignment duration is dependent on the success of the recruiting of the Talent Acquisition Manager, but likely will be in the three month range. The Company is well established and a market leader. Position could possibly lead to a full time assignment at the low \$100s level. Please have candidates send their resumes and fee ranges directly to:

Jobs@saengerassociates.com

Tori, our **Receptionist**, resigned and I am very sorry to see her go. If you know anyone looking for that type of a position, working for a great boss (if I may say so myself!!!!), in West LA, let me know.

Colette Laurent, SPHR Email: claurent@skmc-cpa.com
SKMC, LLP, Certified Public Accountants and Advisors
11845 West Olympic Boulevard, Suite 900, Los Angeles, CA 90064
Phone: 310-477-6161, Ext. 109 or Direct: 310-882-4214 or Fax: 310-477-3010

HR/Payroll Assistant Needed ASAP- **Hollywood** Location

Los Angeles Property Management firm is in search of a long term temporary HR/Payroll Assistant to report into the Payroll Manager and the VP of Human Resources. We are looking for someone to commit on a long term basis and for the right person this could eventually lead to a full time position. This company currently has roughly 100 employees and your main function would be to calculate and process weekly payroll for our production team and act as a backup for semimonthly ADP payroll.

As the Human Resources Assistant you would manage the entire new hire and departure process by conducting new hire orientation, assemble new hire packets and orientation materials, and enter new hires/terms into the ADP system. Additionally you would conduct benefits orientations as well as track benefits eligibility- creating and sending out emails/packets for the enrollments. Responsible for filing and maintaining all of the files for the HR/Payroll department including, departmental files, applicant tracking, payroll and all employee paperwork. Candidates who have experience with recruiting would also be ideal.

If you are interested in applying please go to www.officeteam.com and apply to job order 00320-150589.

We are looking for an HR Generalist to fill in for 4 – 5 months during a maternity leave. The position can start as early as next week and as late as the third week in June.

The candidate will be handling the following:

- Assist with recruiting
- Benefit reconciliation
- Enter information and run reports in ADP Workforce Now
- Manage LOAs
- Draft policies and procedure
- Handle a variety of HR projects

Must Haves:

- Bachelor's Degree
- Ability to hit the ground running in a fast-paced environment
- Ability to manage multiple- priorities
- Knowledge of CA Labor Law

Send resumes or contact Kathy Spira directly at: kspira@1800dentist.com.
Please put HR Contract in the Subject line.

The executive recruiting consulting firm of Saenger Associates is conducting a highly confidential search for a **HR Director** for an established, successful manufacturing company located in the **San Fernando Valley area**.

The successful candidate MUST be bilingual Spanish and have recent experience managing the entire HR function for a manufacturing or distribution company with a headcount of at least 300.

For consideration, please email your resume, along with current compensation information to:

The Saenger Associates Team
28494 Westinghouse Place, Suite 315, Santa Clarita, CA 91355-0936
Tel: 661-284-3818

Email: jobs@saengerassociates.com Website: www.saengerassociates.com

We have an opening for a **HR Business Partner** in our **Cerritos**, CA office. One of the dimensions that is really important to me is to find a candidate with their PHR/SPHR-CA designation. Our home office is in Birmingham, AL so I want to be sure that the person we hire has extensive knowledge of California HR issues/laws.

I've asked our recruiter to post this position on the PIHRA site, but wanted to know if you have any other suggestions on how we can find an ideal candidate. Are there other CA designations that are also recognized indicators of a candidate's expertise?

I'd appreciate any insight you can share.

Robin Adams, CEBS, PHR, GBA, Vice President, Human Resources Infinity Insurance
205-803-8811 office 205-603-5568 cell robin.adams@ipacc.com

Talent Acquisition Leader (interim opportunity)
Corporate Financial Services Company

Location: Irvine, CA

We have an interim opportunity within a corporate financial services organization in Irvine for an experienced Talent Acquisition to re-build the function as part of the overall HR transformation initiative.

The company expects hiring hundreds of professionals over the next several months and needs an experienced TA leader to set up the function at a strategic level and project manage the initiative until the TA organization is staffed up. Candidates need to be able to manage the tactical aspects of talent acquisition in partnership with the HR team.

The interim role can take anywhere from 3-9 months and has a strong potential to convert to regular employment depending on performance.

The position is based in Irvine, CA. The comp range will largely depend on experience and will be capped in the \$170k-\$225k range.

Interested candidates please email your resume with the direct relevant experience, Hourly/monthly rate requirements, and availability to the below email address. No phone calls please.

Soheila Ataei

sataei@morgansamuels.com

Employee Relations Coordinator

CSULA, Los Angeles, CA

COMPENSATION: \$3430 - \$6117/Monthly

Bulletin #120168; 5/17/13

Confidential Administrative Support I, #120168

Human Resources Management

Work Schedule: Full-time, permanent. Monday - Friday, 8:00 a.m. - 5:00 p.m.; non-exempt classification.

Essential Job Functions: Reporting to the Assistant Vice President for Human Resources Management (HRM), the Employee Relations Coordinator assists in the operation of HRM by providing support in the implementation of the principles, concepts, work processes, laws, and rules of organizational development and human resources management. Duties include, but are not limited to, assist with a full range of employee relations issues such as layoffs, disciplines, grievances, State Personnel Board (SPB) and Public Employment Relations Board (PERB) hearings, arbitration hearings, performance evaluations, AWOLs, employee access to personnel file, probationary releases, fitness for duty, performance-based salary increases, employee investigations on a limited scope (fact finding); provides reference information and limited consultation to employees and managers with regard to the employee relations issues; ensures that departments follow policies and procedures of the University, HRM, bargaining unit contracts, and legal guidelines; reviews all performance evaluations ensuring they are completed properly according to university policies and procedures; identifies significant and borderline problems that impact employee relations issues; compiles performance evaluation reports requiring extensive research to track the correct information to enable the accurate implementation of performance - based salary increases for employees; scans the performance evaluation into DocuWare as well as other documents that are applicable to employee/labor relations; maintains grievance, investigation and complaint files; interacts with union shop stewards; monitors timelines and independently updates reports based on information received from the Chancellor's Office and other involved parties; assists

the University legal counsel in preparation for State Personnel Board (SPB) and Public Employment Relations Board (PERB) hearings; assists the Chancellor ' s Office labor relations manager in preparation of arbitration and grievance responses; has sole access to and sole responsibility for maintenance of the Grievance and Arbitration System (GRARB) by logging grievances into the system; oversees the processing of subpoenas for employee and student records; maintains and processes HRM' s budget; monitors AskHRM email address by reading messages and either sending emails to the respective manager or responding to questions; plans and coordinates special campus training in support of the Director of HRM; publishes HR newsletter; updates, distributes, and maintains monthly staff and manager meeting calendars; processes monthly attendance; tracks, monitors and orders supplies; and serves as back - up to the workers' compensation coordinator. Performs other duties as assigned.

Required Qualifications and Experience: Three years of full time administrative experience working in an office environment preferably in Human Resources Management. The incumbent must have a basic foundation of knowledge of the principles of organization, administration and management, and the ability to analyze and find solutions to problems, work independently, communicate effectively in order to explain policies and procedures, and write clear and concise reports. Basic knowledge of research techniques, perform basic arithmetic and statistical methods in order to prepare the budget. Must have high proficiency in Microsoft Office programs as well as HRIS and must be able to use standard office equipment. Must have excellent communication, interpersonal and responsive skills to establish and maintain professional and cooperative working relationships with administrators, faculty, and staff. Incumbent must also demonstrate an ability and/or interest in working in a multicultural/multiethnic environment. Fingerprints will be taken and checked by the California Department of Justice and FBI.

Special Desired Qualifications: A bachelor's degree in Human Resources, Public Administration or a related field from an accredited college or university. Experience working in a University setting, working in a union environment, and working with PeopleSoft. Prior experience working in a Human Resources Management office.

Closing Date: Review of applications will begin June 3, 2013 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. A completed online CSULA employment application is required. Resumes will not be accepted in lieu of a completed application.

The person holding this position is considered a ' mandated reporter ' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

In addition to meeting fully its obligations under federal and state law, California State University, Los Angeles is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual. To that end, all qualified individuals will receive equal consideration without regard to economic status, race, ethnicity, color, religion, national origin or cultural background, political views, sex or sexual orientation, gender, or other personal characteristics or beliefs.

Candidates must demonstrate ability and/or interest in working in a multicultural/multiethnic environment. Certain positions require fingerprinting. The University actively encourages qualified minorities, women and persons with a disability to apply. Upon request, reasonable accommodation will be provided to individuals with protected disabilities to (a) complete the employment process and (b)

perform essential job functions when this does not cause an undue hardship. We are an Equal Opportunity/Title IX Employer.

To obtain employment information for the impaired call TDD Line (323) 343-3670 or 24-hour Dial-A-Job Line (323) 343-3678

Please go to "Employment Opportunities" and then "Staff Positions" on the following link to apply:

<http://www.calstatela.edu/univ/hrm/openings.php>

Complex HR Manager – California

Exciting opportunity for an experienced manufacturing HR Manager to join a Fortune 500 food manufacturer. The Complex HR Manager will provide HR services to approximately 500 hourly union and 80 management and office staff employees on a 40 acre campus. Responsibilities include organizational development/training, coaching supervisors, employee and labor relations, recruitment and selection, compensation and performance management, employee communications, safety, EEO, ADA, COBRA, FMLA compliance. Union manufacturing experience required. The company is only interested in candidates who are promotable to at least the next level. The company offers a six-figure salary, bonus and an outstanding relocation package. For more information, please call Bruce Widnes at 904.261.2211 or send your resume in confidence to bruce@bestapplicants.com and I will call you.

Bruce A. Widnes, President
The Recruiting Group, Inc.
Amelia Island, Florida
904.261.2211 (direct line)

<http://www.linkedin.com/in/brucewidnes>

HR Manager

Evox Images - Greater **Long Beach** Area (Greater Los Angeles Area)

Job Description

Join the Evox team — the world's biggest car stock photo library

Evox Images is the world's largest photography library of high-quality car photos. We take more photos of cars, and do more deals with OEM manufacturers, big ad agencies and web portals than anyone else. We are looking for a new HR Manager to take charge of our recruiting, training and corporate HR initiatives. If you thrive in a company that's transparent, open-minded, supportive, passionate and entrepreneurial, then we would love to meet you.

Great companies are made by great people. As our Human Resources Manager, your role is all about fostering great people and is critical to our company's ongoing growth and success. Reporting directly to our CFO and CEO, you'll manage the day-to-day HR requirements of our company as well as design and build policies, programs and policies that will help to attract and retain top performers. This position requires up-to-date knowledge of all state and federal government compliance requirements.

Your primary responsibilities will be to:

- Plan, implement and evaluate human resource policies, programs and practices including recruitment, remuneration, training, and development and employee relations
- Plan, monitor and appraise employee work results in conjunction with direct supervisors (as well as arm supervisors with the HR tools they need to get the most from their team)
- Create a world-class recruitment, orientation, training and performance review program

- Prepare, record and update all HR policies and guidelines in the EVOX Employee Handbook
- Manage day-to-day HR such as payroll, sick leave, holiday leave, insurance, medical and so on.
- Your responsibilities may also include international as well as national operations.

Desired Skills & Experience

What you need to bring to the table...

- Minimum 5 years' experience. You possess a BA/BS Degree and a Professional Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certificate.
- Exceptional communication and relationship-building skills. You're equally at ease outlining the latest cutting-edge recruitment strategy to the executive as you are listening and empathizing with an employee's concerns.
- A calm head and excellent negotiation skills. You always remain calm and positive even at times of stress and your negotiation prowess is second-to-none.
- Demonstrated knowledge of employment and labor laws.
- Know your way around payroll software. Preferably ADP and Report Smith

As well as a competitive salary, we offer a host of other things that make coming to work a pleasant experience!

Our Evox team has huge ambitions. If you're happy to roll your sleeves up, you'll enjoy being part of a fun, highly supportive, highly skilled team in an open-minded and entrepreneurial company that's passionate about innovation. A new and rewarding career is waiting for you!

Company Description

- Evox Images™ offers the absolute, most complete package of unbiased, consistent still and interactive US vehicle imagery. Evox strives to make content available as soon as vehicles are released, providing you with the most vehicles and the most content on an unmatched delivery schedule.
- Every vehicle goes through the standardized Evox Production Process, which provides an in-depth view of every vehicle with consistent image content: Same content. Same lighting. Same post-production.
- Evox Images™ provides the highest quality, most compelling vehicle imagery. We listen to our customers and continuously invest in breakthrough products to offer you the most powerful solutions for your business needs.

Additional Information

Posted: April 30, 2013

Type: Full-time

Experience: Mid-Senior level

Functions: Human Resources

Industries: Automotive

Job ID:5559974

http://www.linkedin.com/jobs?viewJob=&jobId=5559974&trk=eml-anet_dig-b_premjb-ttl-hdp&ut=0vPzBZ9-FRclM1

National Program Manager-Torrance, CA

Job Description

The Adecco National Program Manager plans, directs and controls all phases of successful operation within the branch. Assists with the preparation and achievement of annual business plan(s). Develops staff members so that each member of the staff is fully trained and utilized to the optimum level. Performs sales and customer service activities with assigned clients to increase EVA. Develops and maintains high-level name awareness through the use of advertising and public relations.

Essential Functions:

- Manages the process of recruiting and hiring branch sales and service staff. Coaches staff in sales and customer service techniques. Provides development and career opportunity for branch staff.
 - Identifies, pursues and develops new accounts through awareness of local market(s), competitor activities and community growth plans. Establishes rapport and continually develops current accounts with key clients. May assist Account Executives with newly developed clients.
 - Schedules and conducts regular staff meetings. Audits and monitors the activities of the staff to ensure the branch(s) are providing optimum service levels. Conducts performance evaluations and prepares developmental plans for branch staff in a timely manner.
 - Monitors the branch's workers' compensation and unemployment claims to minimize the Branch's exposure and resulting expenses. Ensures that all federal, state, local notices and licenses are current and posted.
 - Develops and implements branch revenue and expense forecasts. Establishes a budget and assists with the development of short and long range growth plans for the branch(s).
 - Identifies opportunities for further growth of existing accounts.
 - Utilizes corporate sponsored direct mail, advertising and promotional activities to increase knowledge of Adecco in the local market. Identifies and develops local opportunities for increased exposure, (such as, clubs and job fairs). Negotiates contracts with local advertising sources.
 - Develops and maintains knowledge of economic trends and changes affecting local businesses. Maintains records of competitors in the area that display their respective shares of the market, locations, services and benefits offered.
 - Sets and monitors pay and bill rates based on skill categories. Ensures proper credit references are obtained and client credit limits are established according to guidelines. Performs collection of all outstanding accounts receivable.
 - Able to set own priorities, schedule day's events, make cold calls, prepare and give formal presentations.
 - Must have working knowledge of labor and employment laws.
 - Able to manage multiple tasks and meet deadlines. Able to handle multiple problems simultaneously.
 - Must be able to travel extensively within territory with occasional travel in the region and division.
 - Must have excellent problem solving, organizational, interpersonal and motivational skills.
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- Able to continuously improve processes and procedures.

Secondary Functions:

- Maintains the ability to perform any function and act as first line backup if needed.
- Performs other duties as assigned.

Desired Skills & Experience**Education/Experience & Other Position Requirements:**

- Bachelor's degree in related field or six years of full-time work experience.
- Must have Staffing Industry experience.
- One year of supervisory / management experience of an administrative, clerical or service oriented staff.
- Able to communicate effectively and clearly in writing and orally, both in one-on-one and in group presentation situations.
- Able to interact and communicate with all levels of staff and management.

Company Description

The Adecco Group, based in Zurich, Switzerland, is the world's leading provider of HR solutions. With close to 32,000 FTE employees and more than 5,500 offices, in over 60 countries and territories around the world, Adecco Group offers a wide variety of services, connecting more than 600,000 associates with over 100,000 clients every day. The services offered fall into the broad categories of temporary staffing, permanent placement, outsourcing, consulting and outplacement. The Adecco Group is a Fortune Global 500 company. Adecco S.A. is registered in Switzerland (ISIN: CH0012138605) and is listed on the SIX Swiss Exchange (ADEN).

Additional Information

Posted: May 20, 2013

Type: Full-time

Experience: Mid-Senior level

Functions: Management, Business Development

Industries: Staffing and Recruiting Job ID: 5766480

http://www.linkedin.com/jobs?viewJob=&jobId=5766480&trk=eml-anet_dig-b_premjb-ttl-cn&ut=1md49TvFJYclM1

HR Intern

Location: Fountain Valley

Experience Required: None

Education Required: Some College

Number of Openings: 1

Compensation: \$12.00 - \$15.00/HR

This WIA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. [29 CFR Part 37], WSD07-6, 08-OCWDA-16. If you need special assistance to participate in this recruitment, please call 714-670-0100. TDD/TYY users, please call the California Relay Service at (800) 735-2922 or 711. Please call 48

hours in advance to allow the One-Stop Center to make reasonable arrangements to ensure accessibility to this recruitment. [28 CFR 35.102-35.104 American Disabilities Act Title II]

Position Summary:

Under immediate supervision, the Human Resources Intern provides support for the development of any current or future programs within the Human Resources department. This internship will run concurrently with school and will require a minimum of 15 hours of work on-site each week during Monday through Friday between the hours of 7 AM and 5 PM, but OCSD will allow flexibility during final exam periods.

Requirements & Qualifications:

- Full-time college enrollment in a four-year bachelor's degree program or graduate program, majoring in Human Resources, Psychology, Business/Public Administration, or a related field at a local university with a status of at least junior standing and with at least one year of school remaining.
- Experience with Microsoft Office applications is highly desired.
- Strong work ethic and must show initiative.
- Ability to work successfully in a team environment.
- Possess strong written and verbal communication skills, and as well as strong analytical skills.
- Required to furnish a verification of enrollment from the registrar's office indicating "student in good standing" prior to employment with the District.
- Provide a letter of recommendation from a professor as part of application.

Responsibilities:

- Assist with day-to-day administrative duties, conducts research, and compiles information.
- Support the major functions within the Human Resources (HR) department, to include, but not limited to, employee relations, labor relations, benefits, performance management, and recruitment and selection.
- Work with the HR team on various HR projects and other duties as needed.

Please apply directly to: www.ocsd.com

Contract **HR Manager**

We have an opportunity for a contract HR manager in the **Rancho Cucamonga** area. The position will pay between \$40 and \$50 an hour and will possibly lead to a full time opportunity.

Here are the job specs:

Consults with management and employees to identify, evaluate, and resolve employee issues and work performance problems. Supports and ensures consistent execution of HR initiatives in the areas of Performance Management, Total Rewards, Training, Staffing, Compliance, and Employment Practices by aligning with the Regional HR team. Partners with Home Office and Operations leadership team to support a Great Place to Work[®] culture and initiatives.

Principle Accountabilities & Deliverables

- Establishes self as a trusted partner and advisor with leadership, partnering to drive, develop and
-

execute human capital programs, services, and solutions to enable them to successfully meet their goals.

- Supports the company President, along with their respective leaders and teams, by providing strategic HR guidance for their business units; serve as HR single point of contact for assigned locations.
- Responsible for functioning in a full cycle HR Generalist role, proactively identifying issues, guiding leaders and driving the correct solutions on decisions involving compensation, benefits, staffing and organizational development needs.
- Consults with management and employees to identify, evaluate, and resolve employee issues, hotline call reports and work performance problems within established general human resources practices.
- Collaborates with all appropriate leaders to ensure consistency across the function. Facilitates regular, meaningful two-way communication between local leadership, offsite Leadership and Home Office on key Human Resource issues.
- Oversees full-cycle Performance Management process at the respective locations to include: goal setting, employee feedback and coaching, and performance evaluation; provide guidance to managers on all performance management activity; ensure they comply with process deadlines.
- Provides guidance to leaders in the administration and interpretation of compensation policy, assuring consistent administration throughout; confirm job titles are consistent; propose employee salary recommendations to management, ensuring recommendations are within authorized ranges.
- Supports centralized Recruitment department by providing recruitment guidance.
- Ensures compliance with all federal and state employment laws, company policy and Standard Operating Procedures.

Knowledge, Skills, & Abilities

Education / Experience

- Bachelor's degree in Business, Human Resources or related field required; PHR / SPHR Certification preferred
- Minimum five to seven years Human Resources generalist experience with demonstrated experience developing strong, collaborative business relationships with client management teams; multi-site, multi-state environment is preferred
- Strong working knowledge of federal and state employment law, employee relations and corporate policies and procedures
- Ability to drive and be accountable for results in a fast paced environment
- Ability to anticipate, analyze, and prioritize complex problems including:
- Ability to present ideas in a clear and compelling manner, both verbally and in written format
- Strong listening and conflict resolution skills
- Strong presentation and training facilitation skills
- Demonstrated proficiency in MS Office products (Word, Excel, PowerPoint)
- Some Travel required

Business Development/Lead Generation (Oxnard, CA, no re-location or work from home)

Great opportunity to work with a large organization in a small office location.

Our Lead Generation Specialist must be highly motivated, sales-minded, and goal-oriented with a background in Sales and Lead Development. This position will generate and qualify leads from marketing activity to develop new pipeline for the sales teams. This position requires excellent solution selling skills and will need to interact with field sales, marketing, and all levels of management at prospect accounts including C-level.

The person must be a self-starter and be able to operate with a high level of independence to identify new markets, prospects, and industry pain points that can be addressed by CSG solutions. The main responsibility of this person is to generate and qualify sales leads using an integrated marketing approach: telemarketing, email, direct mail, website, webinars, etc.

Job Opportunities / CSG International <http://csg.taleo.net>

Job Number: 3694195
Job Title: **Human Resources Representative**
Location: **Santa Ana, CA**
Business Unit: Carrington Mortgage Holdings
Position Type: Full Time

Are you interested in working for a company where you can utilize your skill set to its maximum potential? Are you interested in a career opportunity that will challenge you every day and give you an opportunity to learn new industries, skills and experience? Then Carrington Mortgage Holdings may be the perfect fit for you!

Founded in 2003, Carrington has evolved from a mortgage credit asset manager into a vertically integrated specialty finance company. Together, Carrington's Family of Companies directs every aspect of the life cycle of single family assets - from investment and origination through asset management and disposition. We offer an excellent career opportunity including opportunity for advancement, skills enhancement and excellent benefits.

As a result of our continuing growth and success, Carrington Mortgage Holdings is seeking a Human Resources Representative for our Santa Ana Corporate office.

This position will be responsible for performing Human Resources related functions related to preparing, collecting, entering and maintaining employee records. Answers employee inquiries and interprets company policy and procedures as they relate to employment issues. Other responsibilities include:

- Build new hire packets
 - Enter data into HRIS systems
 - Maintain employment records related to events such as hiring, termination, LOA and status changes
-

- Answer employee inquiries regarding Policy & Procedures
- Conduct monthly HR audits and other duties as assigned

This position requires 2+ years of Human Resources experience with an emphasis in HRIS and handling employee inquiries, a Bachelor's degree with a concentration in Human Resources preferred, Excellent MS Office skills including Excel and Word. Experience utilizing an HRIS system, preferably Ultipro

Carrington Mortgage Holdings, LLC is an equal opportunity employer. CMH will make reasonable accommodations for known physical or mental limitations of a qualified applicant or employee with a disability unless the accommodation will impose an undue hardship on the company.

http://carrington.hodesiq.com/job_detail.asp?JobID=3694195&user_id=&bu=&emid=3640

HR Generalist

Division: NRC West

Location: Long Beach, CA, Long Beach California US 90807

Job Code: 591

Job Type: Full Time

Career Level: Experienced (Non-Manager)

Education: Bachelor's Degree

Skill: Human Resources -> HRIS, Staffing/Recruiting, Benefits, Employee Relations

Category: Building Construction/Skilled Trades

Compensation: From \$45,000 to \$52,000 USD Per Year

Shift/Hours: First Shift (Day)

Job Description

As an integral member of the Human Resources team, the HR Generalist will provide direct day to day support to managers and employees. This position will lead all recruitment efforts while overseeing personnel transactions and benefits administration and will collaborate on company-wide projects and initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts full cycle recruiting for exempt and non-exempt positions including drafting of job descriptions, sourcing and screening of applicants, drafting of offer letters as well as managing the pre-employment testing process.
- Works directly with management to identify and solve workforce issues including conducting investigations, coaching and counseling managers through the Performance Improvement Plan process and ensuring consistency with company policies and practices.
- Performs benefits administration including claims resolution, change reporting and processing of invoices.
- Manages leave process with employees and managers and ensures compliance with federal and state regulations.
- Processes new hires, status changes and terminations in the HRIS system as well as managing related paperwork and files.
- Provides daily customer support to employees and managers on HR related matters and ensures

timely and courteous responses.

- Maintains HRIS system and designs/generates reports.
- Proactively develops, recommends and assists with the implementation of new HR initiatives, procedures and documentation.
- Maintains compliance with federal and state regulations concerning employment.

Job Requirements :

- A Bachelor's degree and 5 years of HR generalist experience or equivalent work experience.
- PHR certification preferred.
- Familiarity with federal and state regulations including FLSA, FMLA/CFRA/PDL, COBRA, HIPPA, ADA and EEO and the OFCCP required.
- Strong computer skills required including Word, Excel and Powerpoint. Must have previous experience maintaining an HRIS system as well as generating reports. UltiPro experience preferred. Knowledge of a Talent Management System (TMS) a plus.
- Ability to work independently as well as collaborate with HR team members on projects and initiatives.
- Must be extremely organized and detail oriented with strong time-management skills.
- Excellent communication skills required as well as the ability to interface with all levels of the organization.
- Ability to travel up to 10% within the domestic US.
- Bilingual in English/Spanish preferred.

Successful completion of a pre-employment background and substance screening process including, but not limited to, employment verifications, criminal search and Motor Vehicle Record (MVR) search as well continued verifications throughout employment to ensure that all records meet company policy standards.

https://nrcc.tms.hrdepartment.com/cgi-bin/a/highlightjob.cgi?jobid=591&referrer=96&site_id=148&view_language=en-US

HR Labor Specialist (Temporary)

Los Angeles, CA

Req ID: 60974BR

Business Title: Temporary Labor HR Specialist

Business: Global Human Resources

Sub-Business: BioScience Support

Shift: 1st

Job Description:

Lead sourcing efforts and identify qualified candidates for open temporary positions.

- Actively manage key Talent Acquisition business metrics, controlling metrics, and key initiatives related to temporary labor to better attract, select, and hire quality.
 - Identify gaps and trends and proactively take action to address needs.
 - Build solid partnerships with Hiring Managers, Staffing Resources, Shared Services, HR Business Partners, Training, and talent as appropriate. Build proactive relationships with talent; attend
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conferences and professional events.

- Champion Diversity and Inclusion; building education, sourcing practices and targeted goals in to our processes. Targets business needs and/or AAP goals.
- Consult directly with hiring managers on desired candidate profiles, search strategy and offer packages.
- Manage and mitigate risk of co-employment.
- Coordinate and schedule interviews and candidate travel where applicable.
- For hard to fill or high impact positions, establish and maintain a pipeline of talent to fill future roles as appropriate.
- Initiate proactive and just in time sourcing via the Internet, employee referral program, networking etc...
- Partner with EDD and LA Valley College to provide sourcing and training resources/funding.
- Provide staffing support to hiring managers to obtain the proper approval to hire and obtain an accurate job description for each position filled.
- Partner with hiring manager to identify roles in interview and selection process and lead the creation of an effective sourcing strategy for each position.
- Partner with staffing leader to coordinate Baxter's University Relations focus and assist as appropriate
- Partner with temporary/contract labor service providers as appropriate to support any Temp Labor/Contract staffing related needs.
- Be primary point person with temporary agencies for all temporary employee relation investigations/issues.
- Prepare and negotiate job offers and relocation where applicable.
- Proactively identify and facilitate ongoing operational efficiencies and identify and implement continuous improvement actions to reduce costs or improve process.
- Provide training/coaching regarding Baxter's staffing processes and help facilitate hiring manager/candidate's needs.
- Facilitate/Coordinate, as needed, the on boarding/orientation of talent at Baxter.

Job Requirements:

- Bachelor's Degree is required. Business or Human Resources major is preferred.
 - Previous Staffing experience is required. Search Firm/Agency experience is preferred.
 - Previous Human Resources employee relations experience is required.
 - In general, the position requires a combination of sedentary work and walking around observing conditions in the facility.
 - Must be willing and able to flex start and end times to work schedule to try to accommodate off shift meetings with employees or hiring managers.
 - Must be willing and able to travel to colleges and attend career fairs.
 - Must be able to enter controlled environments requiring special gowning as needed to meet with employees/hiring manager on the manufacturing floor.
 - May be required to follow gowning requirements and wear protective clothing over the head,
-

face, hands, feet and body when entering these areas. No make-up, jewelry, contact lenses, nail polish or artificial fingernails may be worn when entering these areas.

- May be required to enter a cold, wet environment, to meet with hiring managers on the manufacturing floor.

Doing Work that Matters:

Baxter provides its employees with comprehensive compensation and benefits.

To view additional opportunities at Baxter and to learn more about the company, please visit our Web site at <http://www.careers.baxter.com/>. EOE M/F/D/V.

Talent Acquisition/ Corporate Recruiter

Carson Headquarters/DC Warehouse

Description

Lakeshore Learning Materials is one of the premier manufacturers of educational materials for elementary programs and early childhood organizations around the country. A multi-channel distributor with a strong sales division, thriving web business, catalogs and over 50 store locations nationwide, Lakeshore has experienced continuous growth since its inception in 1954.

We are currently searching for a Recruiter to work on-site at our Carson headquarters. Successful candidates will have excellent customer service and must be outcome-oriented. The ability to support the full cycle recruitment process in a fast-paced environment with strong attention to detail is essential. You will be fully engaged and busy from the first day, and we guarantee there will never be a dull moment.

Responsibilities & Requirements

- Builds and maintains relationships with hiring managers by providing excellent service, advice, direction and feedback throughout the complete selection process
- Provides excellent candidate experience, superb customer service and appropriate and timely responses
- Sources candidates through a variety of advanced recruitment methods
- Plays an active role in recruitment and human resource related projects
- Performs a variety of administrative duties to support the recruitment process and organization

Qualifications

- • 3+ years of related professional experience
- • Experience using a variety of recruitment methods, such as LinkedIn and other social media platforms to source qualified candidates and the ability to bring creative recruiting ideas to enhance our current recruiting efforts
- • Proficient in Microsoft Suite: Excel, Word, Outlook, etc.
- • Excellent written and verbal communication skills
- Experience using Taleo's ATS is a plus
- • Ability to maintain confidential information

- • Extremely detail-oriented with exceptional follow-through skills

When considering this position, you may be asking yourself how an educational company can thrive in the current economic environment. As a debt-free, privately owned company and an established industry leader with 59 years of experience, Lakeshore believes in the power of innovation. We are always on the hunt for new opportunities to increase our market share, such as developing our own educational software to meet the changing needs of the classroom. But even more important to our success is our investment in our people. We're continually making sure we have the right people in place to take us to the next level, and we're always on the lookout for smart and enthusiastic people to join our team. If you are a down-to-earth professional who shares our passion and our drive, we'd love to hear from you.

Salary depends on skills and experience. Family-owned and family-friendly, Lakeshore offers a great on-site preschool, 401(k), excellent medical/dental coverage, flexible benefits, plus a generous profit bonus plan, employee discount and casual dress.

To apply, please complete an online application at
<http://ch.tbe.taleo.net/CH01/ats/careers/requisition.jsp?org=LAKESHORE&cws=1&rid=837>.

To learn more about Lakeshore, visit www.lakeshorelearning.com.

Equal Opportunity/Affirmative Action Employer
