



For over seventy years, PacMin has served many industries, ranging from aviation and aerospace to events and entertainment, providing visually dynamic marketing solutions to our customers.

At PacMin, PEOPLE matter. Teamwork, respect for one another, pride of ownership, and an unshakable commitment to quality define the culture at PacMin. Who we are is every bit as important as what we are...the sum total of talented professionals and experienced staff operating as one to meet our company's and our customers' goals. We're dedicated to high performance, take pride in our accomplishments, and enjoy one another's company at the end of a good day's work. Our culture permeates everything that we do, from reliance on each other to the lasting friendships we build.

We are looking for a **Human Resources Generalist** to join our diverse team of talented and enthusiastic professionals.

This position is a department of one reporting to the President of the Company.

**REQUIREMENTS, MINIMUM EDUCATION LEVEL, AND EXPERIENCE:**

- Minimum 3 years of human resources generalist experience
- Bachelor's degree in Business Administration, Human Resources or related field
- Bilingual English/Spanish verbal and written communication skills is preferred
- Previous work experience in a manufacturing environment is preferred
- Knowledge and experience in California and Federal employment laws
- Experience handling confidential business matters and information with discretion.
- Must be able to gather and analyze information skillfully.
- Excellent interpersonal skills, a proven history of effective relationship building, and the ability to work well with all levels within the organization.
- Excellent judgment, problem-solving skills, and decision making.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Willing to work in a team environment, adapt to the changing needs of the organization, and provide support as workloads fluctuate.
- Ability to work independently with minimal supervision.
- Experience with worker's comp, safety, Leave of Absence, and compliance.

- Solid problem solving, project management, multi-tasking, and prioritization skills.
- Detail-oriented, organized, reliable, and resourceful.
- Ability to work effectively both independently and within a team environment
- Excellent computer skills including Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook)

#### PRIMARY RESPONSIBILITIES:

- Support associates and operations leaders with routine, day-to-day HR questions, needs, and inquiries.
- Responsible for administering, training, and overseeing general human resources functions pertaining to compensation, performance management, recruiting, leave of absence, benefits, etc.
- Administer COVID day to day state and federal protocols and procedures
- Administer annual programs including but not limited to: Benefits and 401k Open Enrollment, Performance Reviews, etc.
- Administer worker compensation claims management and Safety policies
- Handle Leaves of Absence (FMLA, CFRA, PDL, Worker Comp, Personal, etc.)
- Recruit, interview, and facilitate the hiring of qualified job applicants for all positions including production positions.
- Coordinate and facilitate New Hire Orientation
- Ensure files and records are maintained in accordance with legal requirements and Company policies and procedures.
- Work closely with Payroll and back up payroll processing when needed.
- Ensure compliance with federal, state, and local employment laws, as well as Corporate policies and procedures

#### WHAT WE OFFER?

Besides a GREAT culture, recognition programs, business casual dress code, monthly celebrations, fun events throughout the year, and a complete benefits package.

If this position sounds like it's for you, please submit your resume to Pacmin Careers: <https://pacmin-inc.hiringthing.com/>. We want to talk to you!

*PacMin is an Equal Opportunity Employer.*