

Human Resources Generalist (Bi-Lingual)

Hortech Inc.

Nunica, MI 49448



Job Details:

Salary:

\$52,961.63-\$76,696.76 yearly

Job Type:

Full-Time

Number of Hires for This Role:

1

Required Skills:

- Mission Driven-Hard working, helpful, thoughtful, team oriented and compelled to do what is right for others, the environment and for the world.
- Bilingual in speaking, writing and translating Spanish and English.
- BA in Human Resources, Business Administration, Spanish and Business, Psychology, or equivalent education and experience.
- Interest in plants, outdoors, people, wellness.
- Strong math and writing skills.
- Excellent interpersonal and leadership skills.
- Ability to use Microsoft Suite programs.
- Valid driver's license.

Essential Functions:

Manages HR functions related to:

- Recruiting, interviewing, hiring, and training
- Payroll, compensation, and piecework pay
- Time and attendance
- Onboarding new hires
- Employee evaluations
- Benefits, policies, and safety
- Department budget

Benefits:

- 401 (k) matching
- Dental Insurance
- Disability Insurance
- Employee Assistance Program
- Employee Discount
- Health Insurance
- Health Savings Account
- Paid Time Off
- Referral Program

Benefit Conditions:

- Waiting period may apply

Schedule:

- Day shift
- 45-50 hrs./week
- Monday through Friday

Supplemental Pay:

- Paid Holidays

Work Location:

- One location

Work Remotely:

- No

If interested, please call 616-935-1966

Or

**Fill out an application @
www.liveroof.com/careers**

Or

**Stop in and see us at 14109 Cleveland St.
Nunica, MI 49448**