

Human Resources Generalist

Matcor Metal Fabrication – Morton, Illinois

Matcor Metal Fabrication is now hiring a **Human Resources Generalist** to join our growing HR team in Morton, IL. In this role you will be engaged in a broad variety of human resources responsibilities at our two facilities. This position reports to the HR Manager of our Morton operations.

Successful candidates will have the following qualifications and experience:

- Bachelor's degree in human resources management or equivalent experience
- Minimum 3 years' experience as an HR professional engaged in:
 - Recruitment, interviewing, hiring and onboarding
 - Employee benefits and compensation administration
 - Policy/program development and implementation
 - Employee recordkeeping and reporting
 - Employee engagement and communication development
- Solid understanding of employment laws and regulations
- PHR, SPHR, SHRM-CP and/or SHRM-SCP certification preferred
- Manufacturing industry experience is strongly preferred
- Proficient in MS Office (Word, PowerPoint, Excel) and Outlook
- Effective communication skills, both written and verbal
- Demonstrated ability to be organized and flexible, problem solver
- Enjoys a fast pace environment with a broad variety of changing priorities and tasks

Matcor Metal Fabrication is a privately held business located in the United States and Canada. We are a fully-integrated supplier of manufacturing and engineering services providing steel components and complex, high value-added assemblies for the agricultural, construction, mining, energy, heavy truck and industrial sectors.

At Matcor we are proud to employ nearly 400 staff in our Morton, IL operations and steadily continue to expand our team to meet growing customer expectations.

If you would like to grow with us, please email your resume to p60hr@matcormetalfab.com and indicate "HR Generalist" in the subject line. You may also mail your resume to our main facility at 1021 W. Birchwood St, Morton, IL 61550, Attn: Human Resources. Learn more about Matcor Metal Fabrication by visiting www.matcormetalfab.com.

Please no phone calls.

OUR MISSION

We are committed to achieving total customer satisfaction. This will be accomplished within an environment that offers a quality standard of work life and resources to continuously improve quality, cost, and delivery of our products.