



**SEGUE  
SOLUTIONS**

# Career Strategy March 2014 Opportunities

**My Career Strategy Meeting Information**

<http://is.gd/seeyouthere>

**PIHRA Career Center**

<http://is.gd/pihracareercenter>

**PIHRA District 6**

<http://is.gd/SouthBay>

**My Career Strategy Email**



[Segue@Propster.com](mailto:Segue@Propster.com)

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<b>February 2014</b> United States <b>6.7%</b>		<b>Unemployment Rates</b>		<b>February 2014</b> Los Angeles County <b>8.7%</b>
<p style="text-align: center;"><b>2014 Retirement Outlook Improving<sup>1</sup></b></p> <p>Chicago — February 27, 2014</p> <p>The Great Recession caused many workers to delay retirement plans or forego them completely, but an annual CareerBuilder survey shows a slightly more optimistic picture for full-time workers nearing the end of their careers.</p> <p>About 58% of workers age 60 or older say they are currently putting off retirement, according to the survey, down from 61% in 2013 and a peak of 66% in 2010.</p> <p>The nationwide survey conducted by Harris Poll on behalf of CareerBuilder from November 6 to December 2, 2013 among a sample of 433 full-time workers aged 60 years and older and 2,201 hiring and human resources managers found that 10% of workers in this age group feel they'll never be able to retire, relatively unchanged from 2013. Half say they'll be able to retire within four years, a slight improvement from 47% last year, the survey showed.</p> <p>Fewer workers are planning to take on full or part-time work after they retire from their current job. Forty-five percent said they'll look for work post-retirement, a significant 15 point drop from 2013 (60%). This could be a sign mature workers are gaining more confidence in their finances as retirement nears or that better access to health insurance is lessening the need to work before reaching Medicare eligibility.</p> <p>Among those who do plan on working post-retirement, consulting, retail and customer service work are the most popular disciplines, according to the survey.</p> <p>Those delaying retirement differs greatly by gender. Women (71%) are far more likely to delay retirement than men (49%). Eighteen percent of women (age 60+) don't think they will ever be able to retire, compared to 7% of men.</p> <p>Economic factors are the most significant roadblocks to retirement, the survey said, but working late into one's life is often a voluntary choice.</p> <p>The following are the top reasons workers delay retirement:</p> <ul style="list-style-type: none"> <li>• I can't afford to retire financially: 79%</li> <li>• I need the health insurance/benefits: 61%</li> <li>• I enjoy my job: 49%</li> <li>• I enjoy where I work: 46%</li> <li>• I fear retirement may be boring: 27%</li> </ul> <p>The survey provided good news for workers looking for a new job at the end of their career. Fifty-three percent of employers plan to hire mature workers, or those aged 50 and older, in 2014 — up from 48% last year.</p> <p>A third (34%) of employers said they received applications from mature workers for entry-level positions. Seventy-seven percent of employers said they'd consider hiring a mature worker for a job they are overqualified for, and only nine percent said they wouldn't on the basis of not being able to match salary demands.</p>				

<sup>1</sup> <http://talentmgt.com/articles/view/survey-retirement-outlook-improving>



### Career Center

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

## Jobs Posted March 5<sup>th</sup>

### HR Manager

Kelly-Moore Paints Company - San Carlos, CA

Great opportunity for an HR Manager - Kelly-Moore Paints! The HR Manager will be responsible for ensuring that the HR function meets the needs of the business with respect to full cycle talent management, employee relations, compliance, and benefits administration. The primary determinants of success in this role are the effective leveraging of the HR information system and related systems so as to provide meaningful information to business leader [More information at the PIHRA Career Center](#)

### HR Coordinator

Aquarium of the Pacific - Long Beach, CA

Great opportunity at a wonderful organization! Reporting to the VP, HR, the HR Coordinator provides support for the following functions: recruitment and onboarding, performance management, benefits and HRIS. This position is also involved in policy development and interpretation, management training, and records management. The Human Resource Coordinator position at the Aquarium of the Pacific is like other key positions in the organization: [More information at the PIHRA Career Center](#)

### HR Generalist

PVH - Los Angeles, CA

Performs HR responsibilities at the professional level in some or all of the following functional areas: employee relations, training, employment, affirmative action compliance, and recruitment. [More information at the PIHRA Career Center](#)

### HR Manager

Milgard Windows & Doors - Simi Valley, CA

Seeking a Human Resources executive-level professional/b who can partner with our leadership team in successfully coaching and leading our 300 employee population to new and greater successful outcomes. We'll focus on developing future leaders for our rapidly growing location and company; successfully implementing our new employee on-boarding program ...This position requires broad, strategic-level thinking and acting, while maintaining the ability to act tactically and hands-on. [More information at the PIHRA Career Center](#)

### HR Manager

Los Angeles Police Revolver and Athletic Club - Elysian Park, Los Angeles, CA

The Human Resources Manager will administer human resources activities such as recruiting, compensation, local office communications, policies and procedures, performance management, processing of payroll and related duties, training and development, employee relations, and management

of human resources related information. Primary job responsibilities include partnering with management to determine hiring needs, as well as facilitating the recruiting and on boarding processes; employee development [More information at the PIHRA Career Center](#)

#### HR Generalist

LeRoy Haynes Center - La Verne, CA

We are seeking a hands-on, high energy HR GENERALIST to support our hardworking and caring staff dedicated to helping children. Established in 1946, LeRoy Haynes Center has grown into one of the largest and most comprehensive non-profit organizations of its kind. Our Center of over 250 employees are dedicated to helping children with special needs relating to emotional development, Autism, learning disabilities, abuse, neglect and abandonment. [More information at the PIHRA Career Center](#)

#### Recruiting Database Supervisor

Koch Business Solutions, LP - Wichita, KS

We're looking for a dynamic leader for our Recruiting Database team! If you have a passion for helping customers troubleshoot technology problems and find solutions, check out our job posting! This opportunity will enable you to meet the needs of multiple business customers and lead a small team. The Applicant Tracking System team provides functional support to 500 users of Taleo across the Koch companies. This position is located in Wichita, KS - relocation assistance available! [More information at the PIHRA Career Center](#)

#### HR Director

Little Caesars - Anaheim, CA

As a Human Resources Director, you will create and implement policies and procedure to ensure compliance with all laws. Oversee and assist with response and investigation to EEOC, DOL or any other charges of a legal manner in consultation with Corporate Human Resources. Provide leadership to generalists responding to employee relations issues; monitoring, auditing, and investigating HR related matters. [More information at the PIHRA Career Center](#)

#### Clinical Recruiter

Facey Medical Foundation - Mission Hills, CA

Conduct all aspects of clinical employee recruitment. Develop & coordinate recruiting strategies for a variety of open clinical positions, including networking, sourcing, interviewing, and screening. Create job postings, make assessments & recommendations relating to hiring decisions. Min 3 years' experience in full-cycle clinical recruiting. Corporate healthcare background preferred. Proficient with Applicant Tracking and HRIS systems - ADP & Taleo desirable. Type 45-50wpm, Word, Excel, 10-key. [More information at the PIHRA Career Center](#)

#### Benefits Administrator & HR/Risk Management Generalist

Anaheim YMCA - Anaheim, CA

The Anaheim YMCA is a non-profit community organization seeking candidates who know overall benefits administration, general labor laws and safety/risk management policies/procedures. The YMCA is a great place to work! Under the direction of the Department Director will coordinate all benefits including health, dental, vision, Basic Life, AD&D, COBRA, Retirement Fund, all LOAs, OSHA, SDI, UI, I-9, ADA, Workers

Compensation processing/tracking/compliance. Will also perform employee file maintenance [More information at the PIHRA Career Center](#)

#### HR Generalist

Scaled Composites - Mojave, CA

The HR Generalist will be expected to collaborate well with HR team members, other employees and company leadership in an effort to manage changes required in a growing company and dynamic, rapid prototyping environment. Will execute basic HR functions while maintaining an openness to learning new things. This position will report to the Director of Human Resources. [More information at the PIHRA Career Center](#)

#### Payroll & Benefits Coordinator

The Buckley School - Sherman Oaks, CA

The Payroll & Benefits Coordinator is responsible for the accurate processing of a bi-weekly payroll as well as the day-to-day administration of the schools benefit plans and responding to inquiries regarding payroll, benefits and HR matters. He or she is also responsible for ensuring the completion of the hiring and exiting processes, maintaining the HR and payroll databases, responding to requests for financial data and analyses and partnering with the HR Director on projects. [More information at the PIHRA Career Center](#)

#### Training and Development Manager

The Megonigal Group - Irvine, CA

The Training Manager will have primary responsibility for training and people development at Kimco and Advantex. He/she will be responsible for leading a corporate and field-based training team with direct responsibility for creating, delivering, and tracking training to both our field and corporate staff. He/She will partner with the leadership team and other Training and OPS resources, and/or vendors to define and implement a training and people development roadmap for the entire organization. [More information at the PIHRA Career Center](#)

### Human Resource Jobs Posted March 19<sup>th</sup>

#### HR Director

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#### HR Director

Contra Costa County - Martinez, CA

Salary: \$156,034 to \$172,028 DOQ. For more Information and to apply, please visit

<http://www.alliancerc.com>. For questions or inquiries, contact Sherrill Uyeda or Cindy Krebs at (562) 901-0769 or [info@alliancerc.com](mailto:info@alliancerc.com). [More information at the PIHRA Career Center](#)

#### Retirement Navigator

University of Southern California - Los Angeles, CA

The Retirement Navigator will facilitate the retirement process for faculty so that they understand their retirement options, including general financial scenarios, and helping them navigate internal university processes. Activities include presenting and explaining faculty early retirement programs in group settings and in individual consultations, developing written and web-based materials to inform faculty about their options, and building relationships with various offices at the university. [More information at the PIHRA Career Center](#)

#### HR Manager

TYR Sport - Seal Beach, CA, CA

TYR Sport, Inc. is hiring a Human Resources Manager, with heavy recruiting experience. The HR Manager will direct and coordinate all human resource activities of our growing organization, and be the internal leader of our sports-oriented, team-driven brand and culture. This position will report directly to the Controller. Additional responsibilities include: ER, benefits, corporate policy and procedure, payroll administration, other generalist functions. 5-7 years exp w/ certification preferred. [More information at the PIHRA Career Center](#)

#### Human Capital Business Partner

Keenan and Associates - Torrance, CA

We currently have an exciting career opportunity for a Human Capital Business Partner in our Torrance, CA office. This position is responsible for proactively providing Human Capital support to designated internal client groups. The HC Business Partner delivers the full range of generalist services with emphasis on Talent Acquisition and Management, Employee Relations and Retention, and the Performance Management process. [More information at the PIHRA Career Center](#)

#### Senior HR Manager

#### In-N-Out Burger - Irvine, CA

We currently have some excellent opportunities for a full-time Sr. HR Manager, Human Resources Supervisor and HR Business Partner based in our Irvine, CA office. In-N-Out Burger offers a competitive salary and comprehensive benefit package. Please visit our website [In-n-out.com](http://in-n-out.com) for further information on these positions. [More information at the PIHRA Career Center](#)

#### Senior HR Business Partner (Bilingual-Spanish)

Trojan Battery Company - Santa Fe Springs, CA

Working closely with assigned management team, the Senior HR Business Partner is responsible for delivering HR expertise and problem solving while administering corporate policies and procedures as they relate to core HR services, processes, and programs. Will be responsible for facilitating training, recruiting, employee relations, performance management, benefits administration, career and business development. [More information at the PIHRA Career Center](#)

[View more jobs at the PIHRA Career Center](#)



**The SHRM Job Board also has local opportunities at**

[http://jobs.shrm.org/home/index.cfm?site\\_id=1612](http://jobs.shrm.org/home/index.cfm?site_id=1612)

#### **CB & ASSOCIATES INC.**

CB and Associates frequently has local opportunities:

[www.cbrecruiters.com](http://www.cbrecruiters.com)

City of Santa Monica invites applications for the position of:

#### **HR Technician**

**SALARY:** \$26.22 - \$32.37 Hourly - \$54,528.00 - \$67,320.00 Annually

**OPENING DATE:** 02/24/14

**CLOSING DATE:** 03/10/14 05:30 PM

#### **JOB SUMMARY:**

Performs a variety of technical and complex clerical duties in support of the Employment and Organizational Development Division; utilizes fully integrated human resources information systems to process new employees and to verify and process changes to employee and payroll records; utilizes an on-line application system to process applicant data; provides general employment information; provides paraprofessional and clerical assistance to professional staff; and assists with general office reception duties. Classification Specification Pending Personnel Board Approval.

#### **MAJOR DUTIES:**

- Performs technical and complex clerical work related to the processing of new employees, including the completion of various forms.
- Checks figures, verifies, and processes changes in employee and payroll records; enters, modifies, or deletes appropriate data within a fully integrated human resources information system. Performs data queries and produces reports.
- Performs duties related to position control, such as the input and correction of selected data, verification of personnel actions, and verification of salary schedule data and codes.
- Acts as a liaison between the Human Resources Department and employees and other city departments.

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- Provides paraprofessional and clerical assistance to professional staff involved in recruitment and selection activities. Enters and scans applicant data into the City's on-line applicant management system. Performs data queries and produces reports. Prepares and distributes job bulletins and examination materials, assists in proctoring exams, and performs other clerical support duties.
  - Assists with general office reception duties. Responds to a variety of questions from employees and the public regarding Memorandum of Understanding (MOU), job application procedures, and a wide variety of other personnel related matters including employment and background verification.
  - Distributes recruitment materials through a variety of channels, including the internet and email.
  - Identifies, contacts, and solicits the participation of subject matter experts to serve as raters for examinations.
  - Tracks, maintains, logs and files human resources time sensitive materials.
  - Maintains employee files. Distributes, receives and processes performance evaluations forms.
  - Provides clerical assistance to the Personnel Board, as assigned.
  - Performs other related duties, as assigned.

#### MINIMUM QUALIFICATIONS:

##### Knowledge of:

- Modern office practices and procedures.
- Record keeping and filing techniques.
- General practices involved in performing personnel transactions.
- Alphabetical and numerical filing.
- Basic mathematics.
- Fully integrated human resources information systems.
- On-Line applicant management system, or equivalent applicant management system.
- Effective customer service techniques.

##### Ability to:

- Learn City's personnel practices and procedures.
- Learn, understand, interpret, and explain basic provisions of the civil service code and memorandums of understanding.
- Check words and numbers quickly and accurately.
- Explain various personnel department procedures to others clearly and accurately.
- Communicate effectively orally and in writing.
- Use the City's fully integrated HR information system and on-line applicant management system.
- Reconcile figures.
- Maintain accurate records and files.
- Follow oral and written instructions.
- Organize and prioritize work assignments.
- Maintain confidentiality of information.
- Work independently with frequent interruptions and changing or competing deadlines.
- Establish and maintain effective and cooperative working relationships with City employees and the general public.
- Provide effective customer service.

##### Skill in:

- Working with fully integrated human resources information systems and on-line applicant management systems.
  - Operating office equipment including computers and supporting word processing, spreadsheet, publishing, and database applications.
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- Dealing effectively with persons of various social, cultural, economic and educational backgrounds, using tact and discretion.

**Education, Training and Experience:**

- High school graduation or equivalent and 30 semester units or the equivalent of college level coursework in human resources, business, public administration or a related field.
- Three years of recent, paid work experience performing technical human resources functions, including experience using a computerized database or integrated record-keeping system to manage data and generate reports. Experience working in a human resources department is desired.
- An Associate's degree (or 60 semester units at an accredited college or university) in human resources, business, public administration, or a related field may substitute for one year of the required experience.

**Licenses and Certificates:**

- Possession of a valid Class C driver license.

**SELECTION PROCESS:**

All applicants will be reviewed and only those candidates determined to be most qualified on the basis of experience, training and education, as submitted, will be invited to participate further in the selection process. Testing may consist of any of the following:

- Performance Test
- Oral Interview

**BACKGROUND INVESTIGATIONS:**

Candidates who have successfully completed all prior phases of the selection process will be subject to a thorough background investigation.

**APPLICATIONS MAY BE FILED ONLINE AT:**

<http://www.smgov.net/hr>  
1685 Main Street, Room 101, P.O. Box 2200  
Santa Monica, CA 90401  
310-458-2276  
[human.resources@smgov.net](mailto:human.resources@smgov.net)  
Position #143066-01

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**HR Director (Southern California)**

**REQUIRED BACKGROUND:**

- 3-5 years of progressive Human Resources Management - experience in a California Hospital setting within the last 3 years is REQUIRED.
- Bachelor's degree, Master's degree in Human Resources or other related field is preferred
- Excellent verbal and written communications skills
- A thorough knowledge of federal and state EEOC, Title VII, ADA, FSLA, Wage and Hour, Unemployment and Workers Compensation, with demonstrated success in recruitment, employee relations, employee benefits and the ability to interface with all levels of management.
- Knowledge of Human Resources information management systems

**POSITION SUMMARY:**

The HR Director supervises the human resources staff and volunteer services regarding daily operations of the department in all areas of responsibility, and encourages growth and development among the staff. Encourages and promotes educational programs, both internal and external, to all employees and is responsible for organizing company sponsored events. Plans and directs the Human Resources function to provide a qualified, productive and

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cost effective work force. Ensures compliance and adherence to all policies and procedures regarding the recruitment and retention of all new hires. Establishes, maintains and monitors a fair and competitive pay for performance merit and salary administration program. Interpret and ensure compliance with Federal and state ways and hour laws and internal policies governing payment of wages. The Director is responsible for overseeing all benefit programs at the facility level. The position represents the hospital in all matters concerning employment law and claims of discrimination.

The client is willing to look at promoting someone currently working as an HR manager - relocation assistance available for the right candidate. Contact:  
[joan@thetatzgroup.com](mailto:joan@thetatzgroup.com)

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Here's a lead in case anyone in your network is both strong on benefits AND interested in moving to **St. Louis.**

Monsanto has an immediate need for an America's **Benefit Project Manager**. If you know of anyone that would be interested in this high profile opportunity, can you please refer them to me?

We offer a full relocation package (inclusive of home buyout); an extremely competitive base salary and bonus structure as well as excellent benefits for this high profile opportunity.

**Requirements:**

- Short and long term benefit strategy for Canada and Puerto Rico
- Project support for Latin America North, Latin America South and Brazil
- International project/process management
- Benefit/cultural knowledge in multiple countries
- Must be fluent in English (Spanish or Portuguese is an added plus)
- Bachelor's degree required; business degree preferred

Monsanto is an equal opportunity employer; we value a diverse combination of ideas, perspectives and cultures. EEO/AA EMPLOYER M/F/D/V. [www.monsanto.com](http://www.monsanto.com)

I can be reached 314-694-4387(office) or on my corporate cell phone at (314) 477-8961 (after hours until 11:00 PM CST or weekends). My direct email address is [geneal@monsanto.com](mailto:geneal@monsanto.com).

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**Part Time HR Manager/Generalist Needed**

Brentwood Real Estate company is looking for a PART-TIME HR Generalist or HR Manager to join their team. The ideal candidate will be well rounded with at least 3 years of Human Resources experience and comfortable working alone in the HR department. This is a great job for someone who wants to mold an HR department into their very own. As the sole Human Resources Generalist/Manager you will be in charge of all aspects of HR including employee relations, all California laws having to do with HR, benefits, LOA, helping with payroll (using NetPay), etc. Currently the company has 300 1099 agents and 50 staff members. They are looking to grow to 500 1099 agents and 75 staff members by the end of 2014, so recruiting and on boarding will be part of this position as well. Experience in Real Estate is a plus but not a must. This is a permanent part-time position with 20 hours a week, with some flexibility as to the exact schedule.

If you are interested in this job please apply to [www.officeteam.com](http://www.officeteam.com) and apply to job order 00321-008936.

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**Temporary Benefits Coordinator Needed ASAP**

Our corporate private equity client in Century City is in need of a temporary Benefits Coordinator for a 3-6 month period. In this role, you will be responsible for creating and maintaining benefit files, tracking invoices, scanning and emailing invoices, verifying eligibility, report generation, assisting with invoice reconciliation, and heavy data entry. This is an extremely fast-paced environment requiring high attention to detail, the ability to multi-task effectively, a high level of confidentiality, and excellent communication. We are looking for a self-starter with a minimum of 2 years administrative experience and a professional demeanor. This position pays up to \$30/hr and previous experience in a benefits department is preferred.

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If you are interested in this job please apply to [www.officeteam.com](http://www.officeteam.com) and apply to job order 00320-154455

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**Contract Recruiter Needed ASAP**

Our client, a growing Real Estate Investment firm, is looking for a Contract Recruiter/Sourcer on a long term temporary basis. In this role we are looking for someone with at least three or more years of experience as a Recruiter. Qualified candidate will have both full cycle and sourcing experience. You will be working on a team of recruiters and you will be sourcing for a variety of positions including management level roles. You will be sourcing candidates from places like Monster, CareerBuilder, LinkedIn, etc. and this company also uses an in-house program called Ultipro. Candidates must have experience with running Boolean searches. This is a long term contract role to cover for at least through the end of March, possibly longer. Previous experience in the staffing industry is strongly preferred.

If you are interested in this job please apply to [www.officeteam.com](http://www.officeteam.com) and apply to job 00320-154435

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Global Professional Film/Broadcast Equipment Manufacturer

**HR Business Partner (HRBP) – West Coast**

Location: Burbank, CA

Department: HR

Reporting to: VP, Human Resources

**Overall Purpose of job:**

To act as a Business Partner within the Company, supporting the management team with planning and implementation of initiatives to assist the growth of the business. Provide west coast operations with a full human resource service, to include: resourcing, development, change management, HR project management, reward, relations and employment law advice.

As a strategic partner, the HR Business Partner aligns business objectives with employees and management in designated business units. The HRBP serves as a consultant to management on HR related issues. Successful HRBP will act as an employee champion and change agent. HRBP assesses and anticipates HR related needs. Communicating proactively within the HR department and business management, the HRBP seeks to develop integrated solutions. The HRBP formulates partnerships across the HR function to deliver value added service to management and employees that reflect the business objectives of the organization. The HRBP maintains an effective level of business literacy about the business, its culture and its competition.

**Main Responsibilities & Tasks:**

Resourcing

- Recruitment of employees through various recruitment methods (including writing job specs/advertisements), including testing.
  - Assist with restructuring throughout the organization.
  - Organizing and coordinating interview schedules; maintaining applicant tracking.
  - Issue offer letters, contract of employment and arrange all onboarding.
  - Headcount management.
  - Development
  - Work with team to deliver training and development strategy for the year.
  - Training courses – advise managers on appropriate courses, source trainers and evaluate process.
  - Provide guidance and input on business unit restructures, workforce planning and succession planning.
  - Identify training needs for the business and individual coaching needs.
  - Deliver training to management team in line with the business strategy.
  - Participate in evaluation and monitoring of success of training programs. Follow-up to ensure training objectives are met.
  - Provide day to day performance management guidance to management (coaching, counseling, career development, disciplinary actions).
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- Work closely with management and employees to improve work relationships, build morale, increase productivity and retention.

#### Reward

- Organize and manage the annual performance review process.
- Assist with salary benchmarking analysis.
- Liaise with payroll.
- Coordinate benefits and annual enrollment.
- Assist on various projects.

#### Relations

- Handle disciplinary procedures and guide managers with regards to disciplinary issues.
- Handle employee grievances, conducting investigations where necessary.
- Develop and maintain good relationships with employees at all levels.
- Support managers in the cost-effective management of the workforce.
- Provide a framework for effective company/employee communications and manage that process.
- Advise managers and work with HR VP on all employee relations' issues.
- Develop HR policies aimed at improving business performance and developing a proactive, can-do culture across the business.
- Ensure the business is compliant with employment laws.
- Conduct meetings with respective business units as needed.
- Maintain in-depth knowledge of legal requirement related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance. Partner with legal as needed/required.

#### HR Information Management:

- Production of regular reports and guidance to managers on how to use (DMT, KPIs, sickness, training days etc.)
- To operate the HR Information System (Simply Personnel) and prepare ad hoc reports as required.
- Review and update company handbook in line with legislation and good practice.
- Attend various workshops as necessary and train other Business Partners as necessary.

#### General

- Handle drop-ins (whether internal questions, questions i.e. employment questions, etc).
- Undertake ad hoc projects when needed.
- Assist HR VP as necessary.

#### **Knowledge & Skills:**

##### Required

- Excellent communication skills, verbal and written
  - Ability to interface with all levels of management
  - Able to work under pressure and manage time and resources effectively – managing multiple priorities
  - Analytical ability to interpret data
  - Employment law knowledge and experience
  - In depth knowledge of Word, Excel, Outlook and database management systems.
  - Excellent consulting skills.
  - Strong interpersonal skills – develop strong relationships in order to gain support and achieve results.
  - Self-directed and motivated
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### Desired

- Experience from within a manufacturing or engineering industry

### **Education & Qualifications:**

- Bachelor's Degree
- 3-5 years HR experience
- Working knowledge of multiple HR disciplines including comp practices, org design, employee relations, diversity, performance management and federal and state respective employment laws.

### **Other Features of job**

#### Corporate Mindset

The Corporation has an established set of core values/competencies which are an integral part of the company's performance review system. These core values are used through every part of the recruitment process from advertising, selection interviews, training and development and progression through the company.

### **Core Values**

#### Customer Focus

*"We are nothing without our customers"*

Our focus must always be on the customer so that we can support them through thick and thin, no matter what challenges they face. If we respect our customers' creative expertise, they will respect ours.

#### Integrity

*"What you see is what you get"*

Genuine commitment, fairness and honesty, to our customers, our suppliers and to our people. We say what we mean and mean what we say. By being authentic and doing things by the book, we develop both loyalty and trust between ourselves and all those we engage with.

#### Collaboration

*"We work better when we work together"*

The closer we are to our colleagues and customer contacts, the more successful we will be. If we celebrate achievements, share knowledge, pool resources, test ideas and support each other, life will be more rewarding and more satisfying.

#### Product Excellence

*"Everything we make and do is exceptional"*

We develop cutting edge products that are engineered to the highest standards of technical excellence and are supported by best-in-class service. Our products are designed to do precisely what image-makers need them to do, and every one reflects our obsession with quality.

#### Creative Solutions

*"We are constantly looking to break new ground"*

We learn fast and think forward, looking for the next solution that will support our customers and fix their problems. To stay ahead of the game our creativity will need to be applied to every aspect of our business, not just our products. Our passion, flair and ability to ask 'why not?' will be at the heart of everything we do.

Qualified and interested candidates are urged to apply to:  
Jackie Hoofring, Avalon Staffing, [Jackie@avalonstaffing.com](mailto:Jackie@avalonstaffing.com)  
Office: 805.367.3260, Cell: 818.212.0981

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We are looking for a **Total Rewards Manager** for a non-profit organization in **Phoenix, AZ**.

The organization is well known and respected for its work with children. The position will report to the Director of HR and is responsible for compensation, benefits and wellness. Please share with your network.

Send resumes to [ke@fishelhr.com](mailto:ke@fishelhr.com)

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We are hiring for a **HR Generalist** who is PHR/SPHR-CA certified and has PEO/ASO experience. The company is Employers Resource. If interested, the position requirements can be reviewed on Monster.  
Dr. Karen Pence

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**JOB POSTING #356**

**TITLE: HR Manager**

**INDUSTRY:** Manufacturing

**LOCATION:** Phoenix, AZ

**COMPENSATION:** Depends on experience

**RELOCATION:** Paid

**SUMMARY:**

- - As an HR Business Partner you will provide the full range of strategic HR Generalist support to a non-union manufacturing plant
- - Member of the local leadership team

**REQUIREMENTS:**

- 8-10 years of progressive HR experience
- Strong experience working in non-union and union avoidance environments
- Excellent coaching and facilitation skills
- Lots of manufacturing experience
- Bachelor's degree

To apply, please visit: [http://hrsearchpros.com/Job\\_Openings.html](http://hrsearchpros.com/Job_Openings.html)

OR

CONTACT: Ralph Chapman

Email: [Rchapman@HRSearchPros.com](mailto:Rchapman@HRSearchPros.com)

Please reference the JOB POSTING # and the JOB TITLE in the subject line of your email.

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Open position for an experienced **HR Generalist** located in Van Nuys, CA.

This is an experienced level position within the Human Resources/Admin Department. Incumbent is expected to perform at above satisfactory level.

- Able to work independently all while keeping others informed of your processes and progress.
- HR Generalist will work as liaison between departments; therefore, candidates should be patient and calm to handle requests.
- Incumbent must also demonstrate the ability to follow through/follow up – with all levels of staff; must be able to make proper independent judgment, and follow through, stick to the facts and hold their ground.
- To perform this job successfully, the individual must quickly learn Sentry's ERP software and must be technically savvy.
- The candidate must have strong computer/computer software and administrative skills and be well organized.
- HR Generalist must demonstrate confidentiality with HR related matters.
- HR Generalist must work, both effectively and efficiently, with members of other departments to accomplish daily tasks.
- This position requires a person to have good communication skills and to be customer (internal & external) oriented.

**EDUCATION and/or EXPERIENCE**

- High school diploma or general education degree (GED) and five (5) years of HR Generalist experience; or an acceptable equivalent combination of education and experience required, preferably in Service/Construction industry.
  - Experience with Certified Payroll/Public Works requirements, is preferred.
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- Must have advanced knowledge & experience using Microsoft Office – Excel, Word, PPT, and Outlook.
  - Experience using Paychex Preview Payroll (MMS), is a plus.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License, in state of residence; may be required to travel to project locations, seminars, etc., on occasion. PHR Certification, is a plus.

#### RESPONSIBILITIES

- Assist HR Manager with ensuring compliance with appropriate labor laws & best practices for multiple states. Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Develops human resources solutions by collecting and analyzing information; recommending courses of action; assist in policy development and documentation.
- Assist HR Manager in improving manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counseling managers and employees.
- Gives performance, promotion, and disciplinary suggestions/ recommendations to management staff.
- Assist in creating, implementing and analyzing talent acquisition and staffing procedures and processes; assist with pre-employment and onboarding processes and practices.
- Assist in administration of benefits programs, and benefits invoice reconciliation.
- Ensure OSHA and Cal OSHA compliance; assist in creation and implementation of proper safety programs for all staff.
- Assist payroll department with HR/Labor/Payroll law; serve as back up Payroll/HR Coordinator with payroll processing.
- Work alongside brokerage firms with workers compensation, auto, and disability claims.
- Ensure proper leave procedures and practices.
- Assist in creation, implementation, and administration of compensation program(s), suggest revisions as necessary.
- Assist with employee relations; complaint investigation and resolution.
- Assist Payroll and Operations departments with Public Works projects; ensure compliance with Federal and State Publics Works laws and practices.
- Completes special projects by clarifying project objective; setting timetables and schedules; conducting research; developing and organizing information; fulfilling transactions.
- Ensure HR/Payroll department are using the most lucrative services to ensure simplification, and accuracy of HR practices.
- Maintain employee personnel records; protects organization's value by keeping HR related information confidential.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Together with other administrative support staff, assist in planning meetings & company events, i.e. ordering of meals and entertainment for meetings, whether on-site or off-site.
- Other tasks, as assigned.

This position has no supervisory responsibilities, but the HR Generalist is expected to lead by example, by outwardly & actively displaying the Core Values in all that they do. Please send resume, cover letter with salary history/requirements and Subject: HR Generalist Position to [Joinus@sentrycontrol.com](mailto:Joinus@sentrycontrol.com).

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We are a guided independent study public charter school serving students in grades 7 through 12. We are currently looking for a **Temporary HR Assistant** to join our dynamic team.

Status: Temporary, Non-Exempt

Pay: DOE

Location: Pasadena

#### General Summary:

Entry level HR position that provides support for the Human Resources department by ensuring specified duties are executed appropriately and efficiently. This position will also assist in various projects as needed.

Essential Functions include, but are not limited to the following:\*

- Tracks, creates, maintains, and enters personnel records in files and database.
- Collects data and compiles or prepares various external and internal reports as requested.
- Composes miscellaneous correspondence and forms (Verifications of Employment, Offer Letters, etc.).
- Ensures timely distribution of incoming and outgoing correspondence.
- Provides organizational and clerical support as needed for Human Resources department. Including but not limited to tracking all incoming documents from the field and ensuring proper distribution of these documents to other departments.
- Coordinates, maintains and assists with the implementation of established procedures (i.e. new hire orientation, recruiting, training, etc.) and routine information between departments.
- Initiates and maintains good employee and vendor relations.
- Seeks out and answers employee questions regarding human resource matters (i.e. credentials, benefits inquiries etc.).
- Coordinates and attends meetings and conducts off-site business on an as-needed basis.
- Creates and maintains department calendar and coordinates events/meetings as necessary.
- Assists with other functions and duties as assigned.

#### Knowledge, Skills and Abilities Required:

- Working knowledge of MS Office (Outlook, Word, Excel, and Power Point).
- Ability to communicate with co-workers and business contacts in a courteous and professional manner.
- Strong organizational skills and attention to detail.
- Working knowledge of general office equipment.
- Ability to work independently and coordinate multiple tasks simultaneously with minimal supervision.
- Ability to exercise reasonable judgment and maintain confidentiality.
- While performing the duties of this job, the employee is regularly required to sit and talk or hear.

The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

- Must be able to travel up to 10% of the time.

#### KNOWLEDGE, SKILLS AND ABILITIES PREFERRED:

- Knowledge of human resources practices and procedures.
  - Excellent oral and written communication skills.
  - Proficient knowledge of MS Office (Outlook, Word, Excel, Power Point) and HRIS database(s).
  - Bi-Lingual English/Spanish.
  - Education and Experience:
  - High school diploma or its equivalent. College degree preferred.
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- Minimum 1-2 years' experience in an administrative capacity. Related training or experience preferred.

Interested applicants send in your resume to [cwilkinson@9dot-es.com](mailto:cwilkinson@9dot-es.com).

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I learned of this opportunity through a friend. It is not being advertised. Would appreciate it if you could share it with your networks.

Principles only - no agencies please.

Position: **Temporary Contact Recruiter** (approximately 6 months)

Industry: Aerospace/Technology

Location: Santa Fe Springs

Telecommuting option available for at least some of the work

Immediate need to fill 12-13 exempt level management positions

CONTACT: Scott Slocum (440-915-4824)

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I am currently hiring a HANDS-ON **Senior HR Manager** for our corporate office in West Hollywood, CA. We are seeking someone with: hands-on experience with workers comp, HRIS, Benefits, Administrative task and strategic planning. Prefer someone with Shared Services experience. This candidate will have a good understanding of the manufacturing or retail industry.

Please send your resumes to: Toi McDaniels at [toimcdaniels@emser.com](mailto:toimcdaniels@emser.com)

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Title: **Recruiter (contract position)** at Miva Merchant

Location: **San Diego, CA**

The Recruiter will be responsible for full-cycle recruitment for corporate positions including, but not limited to, partnering with HR Manager and hiring managers to develop a recruitment strategy, writing job descriptions, posting positions, sourcing candidates, screening and interviewing candidates, managing the candidate experience, making job offers, and on-boarding. This role will focus on positions such as front-end web developers (HTML and CSS) and technical support reps and engineers.

- Full cycle recruitment from sourcing through on-boarding
- Determine appropriate resources for advertising and posting positions
- Promote Miva's image to all candidates
- Develop and maintain a strong professional network to support a pipeline of qualified candidates
- Complete background and reference checks
- Collect and manage all candidate and employee paperwork related to recruitment
- Miscellaneous projects as assigned

Requirements:

- 2-5 years full cycle recruitment experience either agency or in-house
- Experience managing projects from inception through execution
- Demonstrated ability to execute recruitment strategy for high volume hires
- Ability to understand how the open position fits into the business
- Strong organizational skills
- Superior interpersonal communication skills
- Self-starter

Please send resume and salary requirement to: [jhardman@mivamerchant.com](mailto:jhardman@mivamerchant.com)

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**Senior Manager of Recruiting & HR Generalist**

Technology company in Los Angeles, CA

Key component is technical recruiting! Proven success and a love and passion for it! There will be light HR generalist work. Desire to take on other ad hoc projects such as party planning would be highly desirable! Looking for someone that works hard but wants to have fun! Must be technology savvy!

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- Develop & Execute recruiting plans
  - Create job descriptions
  - Research and recommend new sources for active and passive candidate recruiting
  - Utilize the Internet/job boards for recruitment
    1. Post positions to appropriate internet sources
    2. Improve the company website recruiting page to assist in recruiting
    3. Research new ways of using the internet for recruitment
    4. Use social and professional networking sites to identify and source candidates
  - Conduct prescreening interviews
  - Maintain all pertinent applicant and interview data in the Human Resources Information System (HRIS)
  - Perform reference and background checks for potential employees
  - Prepare new employee orientation packages and responsible for on-boarding
  - Coordinate and perform reviews with new employees to ensure performance

Qualifications:

- 4+ years of technical recruiting
- Strong ability to utilize technology such as excel
- Ability to multi-task and handle multiple open positions in a fast paced environment

Compensation:

Based on experience, Base up to low \$100k's plus bonus

\*\*Great company and good quality of life!

To be considered please send resume and salary requirements to: [Cindy@Bond-Associates.net](mailto:Cindy@Bond-Associates.net)

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Grifols Inc. is looking for an experienced **HR Business Partner** for our Los Angeles, CA location. We are located close to Cal State LA, at the end of 710 N Freeway, bordering Alhambra.

Grifols is a global healthcare company that produces and markets life-saving plasma medicines, hospital products and diagnostic tools in more than 90 countries around the world.

For 70 years, Grifols has pioneered many methods used to collect human plasma and transform it into plasma medicines for people who have rare, life-threatening diseases, such as immune deficiencies, hemophilia and genetic emphysema.

From its humble beginnings, Grifols has evolved into the third largest global producer of plasma-derived medicines with the world's largest network of plasma collection centers.

Grifols is a \$4.2 billion company with more than 11,000 employees worldwide. In 2013, Forbes rated Grifols as the 25th Most Innovative Company in the world.

We offer full healthcare benefits, tuition reimbursement, and a 401(k) match.

Primary Responsibilities:

- Coach, guide, and support 20 plasma collection centers throughout California, Nevada, Arizona, and West Texas, overseeing a client group with more than 800 employees.
  - Resolve employee relations issues such as discrimination, sexual harassment, attendance, and policy infractions
  - Interpret our company's policies and labor laws for management
  - Coach managers to handle corrective action consistent with company policy
  - Advise managers with documentation and interpreting Federal & State laws, including wage and hour
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- Oversee the disciplinary process for a high turnover, entry level employee population
  - Participate in talent management and identification of high potential leaders
  - Efficiently utilize human capital metrics and analytics to identify trends and patterns in turnover, corrective action, performance and effective hiring.
  - Partner with the Centers of Excellence on all types of leaves of absence and accommodations

Required skills:

- 5-8 years of generalist Human Resources experience
- High volume non-exempt, entry level employee relations experience
- Solid knowledge of federal and state employment laws
- Ability to coach employees and management through complex, difficult, and emotional issues
- Strong attention to detail and exceptional follow-up skills
- Excellent verbal and written communication skills
- Able to work in a fast pace environment and manage high a volume of work
- Ability to juggle multiple tasks

Education:

- Bachelor's degree in Business, HR or related field
- PHR or SPHR Certification preferred

If you're interested please apply: [http://www.grifolsusa.com/en/web/eeuu/careers\\_opportunities](http://www.grifolsusa.com/en/web/eeuu/careers_opportunities)

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The position of **Payroll and Accounting Specialist/Benefits Coordinator** has opened up once again.  
Will you please put it up on your website?

Lucero Cataño, PHR  
Human Resources Manager  
Parker, Milliken, Clark, O'Hara & Samuelian, a Prof. Corp.  
555 South Flower Street, 30th Floor, Los Angeles, California 90071  
telephone no. 1-213-683-6542, telecopier no. 1-213-683-6669  
e-mail [lcataño@pmcos.com](mailto:lcataño@pmcos.com)

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JOB POSTING #363

TITLE: **HR Manager**

INDUSTRY: Mining/Metals

LOCATION: **Peru** (expat assignment for someone in the US now)

COMPENSATION: Depends on experience

RELOCATION: Paid

SUMMARY:

My client is looking for a motivated, Bilingual (English/Spanish) HR Business Partner/strategic HR professional, currently in the US, to lead a large HR team at their site in Peru as they go through a massive expansion. The person will be in Peru for 3-5 years and then will move into another role with the company in the US, or if they prefer, a role in another one of their international locations. If the person has a family the company will pay for them to move to Peru also.

- Key member of the leadership team
- Design, develop, and implement a variety of HR processes and practices to meet the company's expansion and business needs
- Lead interactions and negotiations with Union representatives

REQUIREMENTS:

- 5+ years of HR generalist/Business Partner experience
  - Management experience
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- Labor relations/Union experience
  - Bilingual (English/Spanish)
  - Experience in the mining, metals, manufacturing, construction, industrial, or similar industry
  - Bachelor's degree preferred

To apply, please visit: [http://hrsearchpros.com/Job\\_Openings.html](http://hrsearchpros.com/Job_Openings.html)

OR

CONTACT: Ralph Chapman: Email: [Rchapman@HRSearchPros.com](mailto:Rchapman@HRSearchPros.com)

Please reference the JOB POSTING # and the JOB TITLE in the subject line of your email.

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### **Director of Human Resources**

This position reports to the Executive Vice President & Chief Financial Officer. The company website is [www.orlybeauty.com](http://www.orlybeauty.com).

#### **SUMMARY**

The Director of Human Resources must be a proven leader with the drive to take the Human Resources department to the next level of service and support. Must be a “hands-on” leader with the ability to think strategically and implement programs across a multi-site company with several different operating companies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Other duties may be assigned.
  - Develops and implements the annual human resources strategic plan for the company.
  - Establishes and implements short and long-range departmental goals, objectives, policies, and operating procedures.
  - In conjunction with Executive management, coordinates, improves and oversees the company's performance appraisal process.
  - Directs the administration of benefit programs to include: health, retirement, death, disability, unemployment, and other programs as applicable.
  - Recommends and establishes company policies and procedures, including a bi-annual evaluation and update of the Company's Employee Handbook.
  - Mediates employee related workplace disputes.
  - Provides oversight to the company's safety program.
  - Works with the EVP/CFO to oversee the design and development of compensation strategy and programs that ensure regulatory compliance and competitive salary levels.
  - Annually reviews and updates salary ranges for all job classifications at the company.
  - Partners with the Executive leadership team to create strategic training and organizational development plan to meet personal, professional, and organizational needs of company employees at each operating division.
  - Develops and manages annual budget for the Human Resources department and performs periodic cost and productivity analyses.
  - Oversees the company's recruiting efforts, including management of temporary agencies.
  - Works with EVP / CFO in developing and implementing succession planning and employee development plans for company personnel.
  - In conjunction with the EVP / CFO oversees and manages the company's worker's compensation program and payroll processing.
  - Act as a key advocate of the organization, ensuring adherence to sound business and organizational ethics, norms and values.
  - Maintains a departmental attitude of continuous improvement.
  - Demonstrates the practice of a high level of confidentiality.
  - Performs special projects as assigned by the EVP / CFO
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- Performs other related duties as assigned.

#### SUPERVISORY RESPONSIBILITIES

The Director of Human Resources supervises employees in the Human Resource Department, and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### QUALIFICATIONS

The successful candidate should have the following skills:

- Knowledge of federal, state, and local employment, wage and salary laws and regulations.
- Experience in developing and implementing relevant policies and procedures.
- Knowledge of contracting, negotiating, and change management.
- Ability to analyze and assess training and development needs.
- Experience in design, development and implementation of salary administration plans and benefit programs.
- Knowledge of computerized information systems used in human resources applications.
- Ability to participate in and facilitate group meetings and lead training sessions as required.
- Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects.
- Willingness to be flexible.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required.

#### EDUCATION and/or EXPERIENCE

- B.S. or B.A. degree and 10 years plus of progressive HR leadership experience
- Working knowledge of wage and hour regulations
- Experience in either a multi-site and/or a multi-state organization
- Proficient with Microsoft Excel, Word, and PowerPoint
- Excellent verbal and written communication skills
- Manufacturing/distribution company experience
- Experience with M&A a plus

#### LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, and customers. Spanish language capability a plus.

If you have any questions or require further information please contact  
Adam Kaufman at 818.888.0007 or [adamkaufman@kaufmanhunt.com](mailto:adamkaufman@kaufmanhunt.com).

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#### **Bookkeeper/Human Resources/Payroll/Office Manager**

\$40-\$50k

Max Industries, Inc. - Gardena

Description:

- Basic knowledge of HR and labor laws.
  - Advanced skills in MS Office, Excel and QuickBooks.
  - Prefer degree or Certificate from SoCal ROC.
  - Detail and team-oriented.
  - Punctual and reliable.
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- Able to work independently.
  - Strong verbal and written communication skills.
  - Able to meet deadlines.
  - In charge of renewals of all business insurance policies.
  - Purchase and maintain inventory; perform physical counts.
  - Supervise staff of two to three.
  - Reconcile credit cards with bank statements.
  - Monitor and maintain internal controls.

Send resume and cover letter to: [Olivia@maxindustriesinc.com](mailto:Olivia@maxindustriesinc.com)

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### **Benefits Specialist**

CPEhr is one of the largest, and oldest, privately-held HR Outsourcing and PEO firms in the nation. We pride ourselves on the delivery of exceptional customer service. We are seeking a Benefits Specialist with at least 2 – 3 years of experience to administer the benefits for a select group of clients. Benefit plans include: medical, dental, vision, 401k, life, long term disability and flexible spending.

- Act as liaison between the employees and the insurance vendors.
- Provide administrative support to client contacts.
- Planning and communication of open enrollment.
- Process coverage for new hires, life event changes and termination of coverage.
- Research and resolve billing discrepancies.
- Use of HRIS system to answer coverage and billing questions.
- Preparation and presentation of benefits analysis for existing and prospective clients.

Our Benefits Specialist must have a strong work ethic and the ability to analyze data, make intelligent suggestions, and implement changes thoughtfully and strategically. He/she will possess excellent customer service and be able to travel as needed, often with little notice. Proficiency in the Microsoft Suite, prior use of an HRIS program, and the Internet are a must. Bilingual Spanish is a plus.

### **Payroll Representative**

The person in this position will be responsible for the timely and accurate recording of all incoming payroll data and payroll processing; initiates processes and completes diverse range of complex payroll related transactions.

- This position should manage or pay approximately 1,600 employees monthly and is responsible to ensure that all payroll procedures as assigned by the organization are followed.
  - This position has multiple clients with varies backgrounds, contacts, pay cycles, and requirements as they relate to payroll processing.
  - He/she must be able to multi-task; must work well under pressure and deadlines; must maintain high levels of confidentiality and must be able to work as part of a team as well as with minimal supervision.
  - Excellent verbal and written expression, attention to detail and proficiency in the Microsoft Suite (especially Excel and Access),
  - Human Resource Information Systems (HRIS) and the Internet are a must.
  - Working knowledge of any payroll processing software is a plus.
  - Processes off-cycle (interim) payroll checks for terminations, retroactive payments, prepaids, cash advances, refunds, stop payments, returned bank items or any other miscellaneous client check requests
  - Calculating military pay, jury duty pay garnishment processing;
  - Maintain departmental and external communication with clients;
  - Balancing and controlling earnings and deduction totals;
  - Leads process improvement initiatives to streamline overall payroll procedures;
  - Gathering payroll data for inclusion in financial statements;
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- Preparing and filing tax reports and other special reports for clients and/or management;
  - Training less experienced payroll representatives and
  - Makes periodic, pro-active calls to client base to ensure that service is meeting standards and to develop and reinforce positive client relation

CONTACT INFORMATION:  
Our website is [www.cpehr.com](http://www.cpehr.com)  
Or [www.Monster.com](http://www.Monster.com)

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I am recruiting for a **CFO**: with at least 5yrs hands on experience is a diverse employee population and matrix management structure. We are a well-funded nonprofit alcohol and drug residential recovery organization.

If you have what it takes, email your resume with three professional references to:  
[rmiller@beittshuvah.org](mailto:rmiller@beittshuvah.org)

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A friend of mine is looking for a **Recruiter**, company located in Chatsworth. It would be a temporary 3-9 month assignment.

If you are interested, let me know and I will connect you.

Nicole Bulman, SPHR, Human Resources Manager  
21123 Nordhoff Street, Chatsworth, CA 91311  
o. 818.727.8070, f. 818.773.2513

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I am searching for an experienced, detail oriented **Payroll & Benefits Administrator** to complete our client's Los Angeles team.

Working in conjunction with our client's HR and Accounting teams, the Payroll & Benefits Administrator will be responsible for managing the full cycle payroll functions and employee benefits; processing the weekly payroll and manage all changes, reporting, reconciliation and audits; interfacing with all employees providing answers to payroll and employee benefits inquires and providing overall support within the payroll and employee benefits disciplines through PEO ADP Total Source.

Main Responsibilities will include, but are not limited to:

- Preparing and coordinating weekly payroll for exempt and non-exempt full time, part time and temporary employees;
- Updating the system for newly hired and terminated employees, entering and monitoring benefits, 401 K and wage deductions;
- Ensuring vacation and sick times be tracked accurately through payroll;
- Ensuring compliance with all applicable state and federal wage and hour laws as well as tax filings and proper deductions;
- Preparing reconciliations including, but not limited to healthcare, employee, general ledger, etc..;
- Coordinating any special checks and reimbursement payments; processes wage garnishments;
- Conducting employee verification of employment for all new hires;
- Collaborating with state agencies such as EDD for reporting accurate and timely information and responding to claims;
- Assisting with ongoing set up, testing and maintenance of the payroll and ADP PEO System;
- Assisting with new hires orientation and termination, benefits open enrollment, detailed ADP PEO data input, payroll and HR reporting and related employee communications;
- Administering benefits including Health Insurance, 401 K, paid time off, leave of absence , etc..;
- Additional duties as assigned.

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Qualifications:

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- BA/BS in Accounting, HR , or a related field preferred;
  - Five + years related experience;
  - Strong proficiency in Microsoft Word & Excel;
  - Keen attention to detail, process execution, and follow-through with excellent organization skills;
  - Excellent written and oral communication skills with the ability to sympathetically and professionally interact with the employees.

Compensation: Our client offers excellent base salary and a good line of benefits.

Please let me know if you have any questions.

Roberta Jacobs, Account Executive|Careerpath  
Phone# 562-881-2482 or E-mail: [careerpathea@verizon.net](mailto:careerpathea@verizon.net)  
<http://www.linkedin.com/in/careerpath>

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San Gabriel Transit  
**Manager of Human Resources**  
FLSA Status: Exempt

#### SUMMARY

Position is responsible for managing all phases of Human Resources, including but not limited to compliance with federal and state employment law, organizational development, recruitment, training, compensation, benefits, employee relations, safety, and equal employment opportunity/affirmative action.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for compliance with federal and CA state laws and regulations, including wage-hour regulations; Affirmative Action/EEO programs; ERISA; ADA; FMLA; COBRA; and Title VII;
- Manages the Human Resources policies and procedures to ensure consistency throughout organization;
- Maintains employee handbook in accordance with all federal and CA state laws and regulations;
- Responsible for sexual harassment prevention training and supervisory training.
- Will assist Managers with hiring and terminations, when needed;
- Ensure that background checks and drug screens are performed by the Drug & Alcohol Program Managers (DAPMs);
- Manage employee relations and provides counseling to Managers, when needed;
- Provide input, when needed, on performance and disciplinary appraisals conducted by Managers;
- Manages health insurance/benefit programs, responsible for COBRA compliance;
- Manages 401k plan (providing information for audits, paperwork for loans, etc.)

#### SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires a thorough knowledge of Human Resource Management principles, practices, procedures, and federal and state laws governing employment. Ability to manage all phases of Human Resources including, but not limited to, employment; compensation; benefits; equal employment/affirmative action; employee relations; custodian of records; and employee communications. Ability to lead and motivate people through strong interpersonal skills. Excellent communication skills with ability to prepare oral and written reports, as required.

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#### EDUCATION and/or EXPERIENCE

Bachelor's Degree (BA, BS) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Degree in Human Resources Management, Organizational Development, Business, Accounting, or other related field preferred. A minimum of five year's recent experience in Human Resource Management as a generalist.

#### LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, or abilities required of personnel so classified.

Interested candidates should forward cover letter and résumé to Faye Moseley asap at [moseley@accessla.org](mailto:moseley@accessla.org).

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I am recruiting for the following positions: 1. **Packaging Engineer** - Develops and Designs packaging equipment and materials for safe attractive transport of goods. 2. **Planner Scheduler** - Schedules product for liquid products to assure supply to units and other businesses. 3. **Liquid Products Supervisor** - Supervises the day-to-day activities of the liquid products operations.

All are immediate full-time opportunities. Forward your resume to David Brodeur; [David@bowenmeyers.com](mailto:David@bowenmeyers.com)

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As a result of aggressive growth and expansion, our client has retained us to find an extraordinary **Director Labor Relations**. Our client is a global industry leader...during the last 5 years their revenues have grown from \$700 Million to over \$1 Billion this year, with projected growth next year. This individual will be responsible for planning, directing and coordinating the labor/management relations, collective bargaining and contract administration in the Western region of the U.S.

This position will be based on the West Coast (CA, OR, WA, or CO) and will have a compensation package in the \$150k-\$180k range (includes substantial base salary, bonus, and fringe benefits).

#### Essential Duties and Responsibilities:

- Oversee all areas of preparation and successfully managing the Labor Relations for the region.
- Assist with proactive union avoidance activities for the region (over 50% union).
- This individual must be self-motivated and assume primary responsibility for the preparation of, managing of and successfully representing management in labor contract negotiations.
- This individual must have proven accomplishments and several years' experience as the "first chair" in negotiations with the unions (UFCW, Steel Workers, UA Workers, etc.).
- Monitor implementation of policies concerning wages, hours, and working conditions to ensure compliance to labor contract terms.
- BA/BS Degree required.
- Must have good negotiation and communication skills and the ability to work in a team environment.

Thank you in advance for your help on this search. Please let me know if you can recommend someone for this opportunity.

Stacy Rini  
Purcell International Group  
858-292-3280 x108 or 858-292-3273 - Fax

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I have an opportunity for a potential **COO and Director of HR** opportunity for an emerging Bakery/Restaurant chain located in Los Angeles. The candidate should have a background managing operations, HR, and supply chain within the restaurant or bakery business. Must have ten years of experience

Allen Ngo, Associate, Benefits & HR Consulting  
Arthur J. Gallagher & Co.  
505 North Brand Blvd, Suite 600 | Glendale, CA 91203  
P: 818.539.1285 | F: 818.539.1585  
[www.ajg.com](http://www.ajg.com) | [allen\\_ngo@ajg.com](mailto:allen_ngo@ajg.com)

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Seeking **Sourcer** with 5+ year's industry experience - Responsibilities will include sourcing across multiple disciplines utilizing various web technologies, social media and resume databases. The Sourcer will understand the technical/functional hiring needs and translate those into effective sourcing strategies to find passive and active applicants; will proactively research external resume databases using Boolean search strings in a Candidate Relationship Management (CRM) environment to develop ahead of demand talent pipelines; screen candidates for interest, eligibility, technical skills and core competencies; provide communication and metrics to the recruiters on the quantity and quality of sourced candidates and maintain contact with hard to find skilled candidates to keep them interested in opportunities. Required experience, attributes and skills for the desired employee: ability to build positive relationships with business partners, human resources and internal recruiting /staffing teams and candidates; ability to understand job requirements and identify those requirements in candidate resumes; experience utilizing social networking tools for recruiting purposes; experience using Candidate Relationship Management (CRM) tools (i.e. Avature, Sourcepoint, etc.); experience with Applicant Tracking Systems (i.e. Taleo, Kenexa etc.); experience building complex Boolean search strings; knowledge of OFCCP compliance requirements; willingness to work non-standard hours, as needed; ability to travel and work in the local office as well as satellite offices within the region. Desired experience, attributes and skills: Experience recruiting in the national and global marketplace and cross industry knowledge a strong plus. Full life cycle experience is highly desired.

Dan Ellis, Senior Technical Recruiter  
Triad Systems  
23801 Calabasas Rd, Suite # 2022, Calabasas, CA 91302  
P: 818-222-6811 ext: 236 or F: 818-222-0116  
[dellis@worktek.com](mailto:dellis@worktek.com) [www.worktek.com](http://www.worktek.com)

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City National Bank is seeking a **HRIS and Administration Supervisor** for our downtown Los Angeles location!

This colleague maintains a close working relationship with peer levels in the technology services division to ensure a close integration of HR systems with broader corporate systems. This position meets with HR Managers to ensure that systems are in alignment with business needs and offers proactive solutions that meet objectives, promote efficiency, and support strategic planning. This position manages and coordinates special projects such as hardware or software upgrades, technology changes and implementations within human resources, interfaces between internal and external systems and other HR projects.

Basic Qualifications include:

- Minimum of 7 years functional experience in human resources, finance, project management and/or operations is required
- Minimum 5 years functional experience with HRIS systems such as ADP, Ultimate Software, Peoplesoft, Workday, etc.
- Minimum 5 years working in the financial services industry is required

Contact: Kathy Bridenbaugh, 213-673-9146 or [Kathy.bridenbaugh@cnb.com](mailto:Kathy.bridenbaugh@cnb.com) | [www.cnb.com/careers](http://www.cnb.com/careers)

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I'm looking for a **Vice President, Chief Human Resources Officer** (VPHR) to be based in Los Angeles for a company in the service industries. The VP of HR is an important strategic leadership partner and serves as a key advisor on the Executive Committee. They will implement HR policies, processes and practices to maximize human capital development. They will provide expertise in all aspects of HR management and focus on rewards, talent management, succession planning, performance management, policy development & management, culture development, staffing, employee & labor relations, and training & development. They are responsible for leading efforts to create and sustain a high-performance work culture. Candidates must have demonstrated management experience in handling complex, challenging HR issues in a dynamic and growth-oriented environment. Offering competitive compensation and benefits.

Trisha Genest, National Recruiter  
Randstad Human Resources, formerly Human Resources International (HRI)  
150 Presidential Way, Woburn, MA 01801  
T 603.350.0928 and F 212.557.7999  
[trisha.genest@randstadusa.com](mailto:trisha.genest@randstadusa.com) | [www.randstadhumanresources.com](http://www.randstadhumanresources.com)

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**HR Generalist** at a Technology Company in Agoura Hills.

Qualified Candidates can send resumes to: [ssakaida@touchcommerce.com](mailto:ssakaida@touchcommerce.com)

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Conducts full cycle recruiting including meeting with hiring managers to review staffing needs, assisting with job descriptions, sourcing and screening of applicants and managing the pre-employment process.
- Assists with the employee onboarding process including conducting new hire orientation and collection of new hire paperwork.
- Partners with the VP, Human Resources and management team to identify and solve employee issues, including conducting investigations, coaching and counseling managers through the Performance Improvement process and ensuring company policies and practices are followed.
- Assists in the administration of benefits programs such as life, health, dental and disability insurances, retirement plans, vacation, sick leave, leave of absence, and employee assistance.
- Processes personnel transactions such as hires, promotions, transfers, salary changes, performance reviews, and terminations
- Conducts exit interviews to determine reasons behind separations.
- Responds to employee and management inquiries regarding policies, procedures, and programs.
- Assists with the development and delivery of employee training programs.
- Files workers compensation claims and assures workplace safety.
- Other duties as assigned.

**Education/Experience**

- Bachelor's degree (B.A.) from a four year college or university; and 3 or more year's relevant experience and/or training; or equivalent combination of education and experience.

Sandy Sakaida, Vice President, Human Resources  
TouchCommerce  
[ssakaida@touchcommerce.com](mailto:ssakaida@touchcommerce.com)

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**Human Resources Generalist**

Community Partners offers expert guidance, essential services, and a strong dose of passion to help foster, launch, and grow creative solutions to community challenges.

We're now looking for a Human Resources Generalist who will be responsible for providing exceptional service to over 200 employees (of the over 130 projects that are part of Community Partners). In the short term the position will focus on benefits, employee records and human resource information systems. In

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the long-term the position will play an integral role in other functional areas of human resources, which include wellness, organizational development, employee safety and recruitment.

At least four years of human resources generalist experience and a bachelor's degree are required.

For the complete job announcement and how to apply, please see  
<http://www.CommunityPartners.org/careers.html>.

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**Recruiter**

Status: Full-time, Exempt

Location: Pasadena

**General Summary:**

The primary goal of this position is to support and carry out the instructional leadership team goals of 100% CAHSEE pass rates, 100% retention and all charters achieve a nine or ten compared to similar schools in a state wide average.

Recruits, researches, interviews, screens and refers teachers and other job candidates for job openings by performing the duties below. Coordinates with areas on interviews and needs, documents the process and interviews and hires substitutes.

This position provides direct instructional support 20% of the time.

Essential Functions include, but are not limited to the following:\*

- Confers with management and supervisors to identify personnel needs, job specifications, job duties, qualifications, and skills (online and by phone).
  - Writes job descriptions and/or edits job descriptions written by others, and ensures descriptions are current.
  - Develops recruitment programs, searches data bases and creates collateral to attract applicants and to fill specific job openings.
  - Develops and maintains network of contacts to help identify and source qualified candidates.
  - Reviews online applications and initiates contact with possibly qualified candidates for specific job openings.
  - Reviews applications and phone interviews applicants to obtain work history, education, training, job skills, and salary requirements, and to provide information about the organization and position. Keeps detailed technical records.
  - Screens and refers candidates for additional interviews with others in organization.
  - Writes and places job advertising in various media and the web. Keeps web recruitment information including online applications current.
  - Develops and coordinates internal job posting program and writes job postings. Checks background, performance and attendance of internal candidates.
  - Coordinates participation in, sets up display, and works at job fairs.
  - Develops and maintains contacts with schools, alumni groups, and other public organizations to find and attract teacher applicants.
  - Makes public presentations at schools, organizations, and job fairs regarding the organization and opportunities.
  - Works with external recruiters, temporary agencies and employment agencies to identify and recruit candidates.
  - Utilizes Internet online recruiting sources to identify and recruit candidates.
  - Provides information on company facilities and job opportunities to potential applicants.
  - Performs reference and/ background checks/verifies references are received on applicants.
  - Coordinates communications with applicants.
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- Files and maintains employment records for future reference.

Knowledge, Skills and Abilities Required:

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include; close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must be able to travel up to 10% of the time.

Education and Experience:

- Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.

\*The specific statements shown in each section of this description are not intended to be all inclusive. They describe the general nature and level of work being performed and/or represent typical elements and criteria considered necessary to successfully perform the job. The Company retains the discretion to add to or change the duties of the position at any time.

To apply for this position, please click on the following link:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=EducMS&jobId=43860&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=EducMS&jobId=43860&lang=en_US)

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I am conducting a search for an **HR Manager/Business Partner** for a growing Orange County company, a successful subsidiary of an international firm. This is an opportunity to work closely with the VP HR in a fast-paced environment. Reporting to the VP, HR, and having only one direct report, must be comfortable and thrive in a role that is both tactical and strategic. A candidate who is ready to move into this level of responsibility will definitely be considered. A Bachelor's degree from a 4-year college or university and 5-7 years of progressive HR experience with solid functional hands-on experience in small to medium sized companies is ideal. Strong functional experience in employee relations & benefits/payroll is required, and will manage the day to day HR, payroll, benefits, compensation & HRMS administration. Must also have the ability to multi-task and oversee multiple projects simultaneously. The base salary for this role will be in the approximate range of \$100K - \$110K + bonus opportunity.

Please either pass my contact information to your referrals  
Steve Orzeck, [Steve.orzeck@verizon.net](mailto:Steve.orzeck@verizon.net) 310-863-0412

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**HR Manager**

Sherman Oaks, CA

\$55,000 to \$70,000 compensation

Full Time Employment The primary responsibility of the Human Resources Manager is to ensure the development and maintenance of human resource policies and practices in accordance with the Company's mission and in compliance with government guidelines.

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**Essential Duties**



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- Maintains all personnel files and record. Processes all new hire paperwork (I-9, Employment Agreement, Personnel Change Form, W-4, etc.)
  - Processes employee status change paperwork
  - Works with Accounting on bi-monthly payroll processing
  - Provides orientation to new employees and coordinates quarterly Group New Employee Orientation session
  - Works with senior management team to develop, implement and manage training and employee professional development programs
  - Manages recruitment process (posting, placing ads, reviewing resumes) and participates in interviews, checks references, verifies degrees and finalizes all new hire paperwork
  - Administers employee benefits and annual open enrollment process
  - Manages Independent Contractor files and compliance
  - Reviews invoices from benefits providers and prepares for payment
  - Keeps vacation and sick time accrual records
  - Works with Management Team to research, develop and implement new policies and procedures
  - Develops and maintains current knowledge of human resource issues
  - Provides prompt attention and resolution to employees concerns and/or questions
  - Assists with employee counseling and disciplinary actions
  - Handles termination process
  - Provide supervision of Receptionist positions and other administrative staff when requested
  - Customarily and regularly exercises discretion and independent judgment
  - Performs other duties as assigned or needed

#### Qualifications and Experience

- Bachelor's degree in Human Resources or related field.
- 3-5 HR Generalist experience
- PHR or SPHR preferred
- Strong interpersonal skills
- Excellent written and verbal communication skills
- Good problem solving skills
- Demonstrated teamwork skills
- Proficient in word processing and spreadsheets
- Experience processing payroll (Paychex) preferred

<http://bit.ly/1psCxBT>

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#### Parsons Government Services **College Recruiter**

Manage the College Recruiting Program for Parsons Government Services, Pasadena, CA.

Parsons has a robust Early Career Development (ECD) program and long standing relationships with top-tier universities. We are seeking an upbeat, energetic professional to bring our program at Parsons Government Services to the next level.

#### Requirements:

- 5-8 years of university level recruiting or corporate Early Career Professional/Intern program experience with at least 2 years leading a College Recruiting program.
  - Proficiency with MS Access, and MS Excel and applicant tracking systems
  - 4-year degree in Business Administration, or Human Resources (or equivalent)
  - Excellent communication skills, both oral and written
  - Attention to detail
  - Ability to "think outside the box" to enable us to try new ideas/events to enhance the program
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- Approximately 25% travel required concentrated at the key college fair times--beginning of semesters
  - PHR preferred

To read more about the position and apply, please go to  
<http://parsons.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=23671>  
or contact [Seunghye.huggins@parsons.com](mailto:Seunghye.huggins@parsons.com)

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### **Supply Chain Manager - California-Chatsworth HQ**

Align Aerospace is a leading global supplier of hardware and related components to a broad range of aerospace and defense OEMs and their subcontractors. We are experts in bid-to-buy, kanban, JIT, VMI, lean processes and supply chain management. With more than 90,000 unique parts in stock from over 2,000 suppliers we're ready to ship from our warehouses throughout the US and Europe.

We are currently seeking Supply Chain Managers for our Chatsworth, California corporate headquarters.

The successful candidate will perform and be responsible for the following:

- Analyze supply chain, working closely with Customer Service Reps/Sales Reps. to gather and evaluate information provided by customers (forecasts, on hand inventory, etc.)
- Ongoing evaluation and maintenance of all demand settings including planning orders AMCs, (Average monthly consumption), min/max settings, bag sizes, etc.
- Determine and communicate supply chain gaps and monitor Gap reports for accuracy and potential issues
- Analyze and create claim data in preparation end of contract life
- Ensure compliance with contractual obligations (stocking requirements)
- Work closely with Purchasing to help prioritize buys where needed
- Participate in customer meetings (Quarterly Business Reviews) as required

Requirements for this position include:

- 2-3 years or experience or equivalent experience/education
- Advance/expert MS Excel skills: formulas, pivot tables, charts, VLOOKUP
- Strong analytical skills
- Attention to detail
- Good organizational/time management skills
- Excellent Communication and relationship building skills
- Database / MS Access skills
- (SQL, VBA and SAP a plus)
- MRP experience
- Supply chain management experience
- Contract management, understanding of long term agreements
- Technical background / ability to read customer prints a plus

Nicole Bulman, SPHR, Human Resources Manager  
21123 Nordhoff Street, Chatsworth, CA 91311  
o. 818.727.8070 f. 818.773.2513  
[nicole.bulman@alignaero.com](mailto:nicole.bulman@alignaero.com)

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