



Capital Steel & Wire is seeking a full time employee in the human resources department in our corporate office in DeWitt, Michigan to perform human resource functions and provide human resource support and assistance to management staff.

#### Responsibilities

- Administer and assist in development of human resource policies and procedures; maintain and distribute employee handbook.
- Advise and support management on human resource functions, including disciplinary procedures and performance management.
- Perform benefits administration; assist staff with paperwork for timely processing of benefits enrollment and updates.
- Manage employee data in the company's human resource information systems database; maintain employee records in compliance with state and federal regulations.
- Responsible for talent acquisition including sourcing, recruitment, interviewing, assessing, hiring and onboarding.
- Coordinate employee training and performance reviews, in collaboration with department managers.
- Perform other duties as assigned.

#### Job Qualifications:

- Bachelor's degree or equivalent experience and education required
- 2-3 years human resource experience required, including talent acquisition experience.
- Experience with Microsoft Office Suite programs, Internet applications, and HR information systems required.
- Social media sourcing experience preferred

#### Knowledge, Skills and Abilities:

- Excellent interpersonal skills and ability to communicate effectively at all levels of the organization
- Exceptional time management and organizational skills, attention to detail, and problem solving skills
- Strong interviewing and candidate evaluation skills
- Ability to handle sensitive information and adhere to strict confidentiality
- Excellent computer skills
- Ability to coordinate a high level of activity under a variety of conditions and constraints
- Ability to follow all company policies and procedures

To apply, send resume, cover letter and compensation history to [employment@capitalsteel.net](mailto:employment@capitalsteel.net) with "Human Resources" in the subject line.