



## HR Generalist

### Job description

Drew Technologies seeks a **HR Generalist** to manage the administration of the human resources policies, procedures, and programs.

### Reasons to Join Our Team

We are a growing leader in the vehicle services and diagnostics market.

- Newly created opportunity with outstanding growth potential.
- Offers chance to collaborate with engineering, product management, creative and manufacturing teams while reporting directly to the Director of Operations.

### Your Primary Responsibilities

- Recruit and interview potential applicants on experience, skills, and education
- Update job requirements when needed.
- Analyzes staffing logistics and organizes documentation.
- Contact applicant references and perform background checks required by company.
- Organize and manage new employee orientation, on-boarding, and training programs.
- Develop and maintain performance evaluations.
- Interact with departmental hiring managers to create offer letters.
- Explain and provide information on employee benefits, programs, and education. May also advise on benefit needs or evaluate benefit contract bids.
- Cover all legal compliance for human resource federal and state requirements.
- Maintain employee records and paperwork.
- Represent employer in community and recruiting events.
- Answer employee questions and addresses employee concerns with company; including employee safety, welfare, wellness and health.
- Manages committees on wellness, training, health and safety, culture, and communications as needed.
- Facilitate employees / employee and employee / manager conflict resolution.
- Perform exit interviews.



## **DREW TECHNOLOGIES**

AN OPUS COMPANY

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[drewtech.com](http://drewtech.com)

**877.888.2534**

**844.REFLASH (844.733.5274)**

### **Requirements**

- Possesses superb written and spoken communication skills.
- Excellent interpersonal relationship building and employee coaching skills.
- Excellent computer skills, knowledge of Human Resources Information Systems (HRIS), Excel and demonstrated skills in database management and record keeping.
- Skills in Conflict Resolution.

### **We Offer:**

- 401k Plan with employer match.
- Company Profit Sharing.
- Insurance Plans for Medical, Vision, Dental.
- Paid Holiday leave, vacation, and personal time.

### **About Drew Technologies**

**Drew Technologies** is a business unit of **Opus Vehicle Services**, which is a division of **Opus Group**. **Opus Group** is a publicly-held Swedish corporation with operations worldwide.

For over 20 years, we have set ourselves apart from any other J2534 diagnostic and reprogramming devices available on the market. **Drew Technologies** recently introduced the award-winning **RAP (Remote Assisted Programming)** service. RAP is designed to assist automotive repair and collision technicians with programming vehicles. In a nutshell, **DrewTechs'** core competency is "talking to vehicles".