

UNIVERSAL STEEL PRODUCTS, INC.

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Company Profile: Universal Steel Products, Inc. is a steel product supply company that has been providing steel and metal alloys for more than 25 years to North American customers through professional acumen, entrepreneurial drive, and customer commitment.

Job Title: Human Resources Manager

Due to our tremendous growth, we are looking to expand our Team.

Responsibility Areas:

- Manage the staffing process, including recruiting, interviewing, hiring and onboarding
- Develop training materials and performance management programs to help ensure employees understand their job responsibilities
- Create a compensation strategy for all employees based on market research
- Investigate employee issues and conflicts and brings them to resolution
- Create and implement employee relations policies to help increase employees' job satisfaction
- Establish an orientation procedure for onboarding new hires and training them to meet the needs of the company
- Communicate with employees about compensation, benefits and other facets of their employment
- Approve and schedule PTO and SL based on employee need and company requirements

Preferred Qualifications:

- Bachelor's Degree in Human Resources or related field required
- 10+ years' experience in human resources department
- 3+ years' experience in a HR leadership position
- Strong understanding of the interviewing process, benefits administration, payroll and other HR functions
- Excellent communication, leadership, and planning skills
- bilingual in Korean and English.

We offer our employees a competitive salary and comprehensive benefits package including a Pension plan, health insurance including dental and vision, gym reimbursement, daily lunch, and more.

We are always looking for individuals with the talent and skills required to contribute to our continued growth and success.

Apply To:

Send your resume to hr@universal-steel.com