

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 Specialist

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

Responsibility Areas:

- Manage the staffing process, including recruiting, interviewing, hiring and onboarding
- Ensure job descriptions are up to date
- 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
- Respond to questions or complaints from employees in a timely fashion
- Communicate with employees about compensation, benefits and other facets of their employment

Preferred Qualifications:

- A bachelor's degree in human resources, labor relations, organizational development, business or related area; relevant work experience may be a substitute
- Effective verbal and written communication skills
- Knowledge of a broad range of human resource strategies and practices, including compensation, performance management, safety, hiring and employee relations; able to apply these strategies and practices in compliance with employment regulations
- Ability to create a collaboration and teamwork
- Experience with analyzing data to guide strategic employment planning
- 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