

Job Opening Summary

Position: Human Resources Specialist
Department: Human Resources
Reports to: President

General Responsibilities Outline

- Responsible for managing and facilitating the recruitment process, including but not limited to: posting positions, screening candidates, conducting interviews, setting up interviews, pre-employment testing and drug screenings, and making job offers.
- Manages the onboarding process for new hires by ensuring they are set up in their respective departments, conducting orientation, and doing monthly follow-ups.
- In conjunction with Office Administrator, administers company benefits in accordance with guidelines. Maintains knowledge of benefits to assist employees with questions or concerns.
- Assists department leaders with employee management, including but not limited to: training coordination, coaching and disciplinary actions.
- Administers performance evaluation program.

Qualifications

- Bachelor's Degree
- At least five years of human resource management experience

Company Profile

Since 1977 PFG Precision Optics has manufactured and coated a wide range of ultra-high precision optics for defense, medical, semiconductor, scientific, and test & measurement fields. Our skilled team of engineers and technicians utilize the latest equipment and tooling to meet our customers' ever-changing needs.

Learn more about PFG Optics: www.pfgoptics.com.

Company Benefits

PFG offers a competitive benefits package for our full-time employees, including: paid vacation, paid holidays, medical and dental insurance, life insurance and AD&D, short-term disability, simple IRA with company match, and fitness center reimbursements. There is competitive pay, based on experience.