

HR Specialist Reporting to CEO

Benefits Offered: Medical, 401K

Employment Type: Full-Time

Job Requirements and Duties:

- Experience with HR functions for a small growing manufacturing company.
- Assist with the recruiting of staff for various openings (technical & non-technical); work with managers to identify key skills, characteristics needed to hire the best fit possible for their particular departments.
- Prescreen applicants to identify viable candidates.
- Document HR policies, track personnel changes including performance reviews and internal communications.
- Work with the company's legal counsel regarding employment rule changes.
- Prepare job descriptions and benchmarked jobs.
- Schedule training and maintain training records for ISO 9001 Quality System.
- Provide administrative assistance to the CEO covering a range of duties.
- Professional written and verbal communications skills are required.
- Must be able to prioritize work load and operate effectively in a multitasking fast track smaller company environment.
- Excellent training skills and concise clear documentation skills are required.

Education:

- Bachelor's degree
- HR training including classes and on the job experience

About IntelliPower

IntelliPower is a privately held company that designs, manufactures, markets and supports high performance, cost effective uninterruptible power systems (UPS) and power conversion products for rugged and harsh indoor and outdoor environments.

All IntelliPower products are built, field tested and supported in the USA. Delivered around the globe, our solutions are used for military, industrial and mission-critical commercial applications.

