



CDM Electronics, a growing electronics firm, currently with 125 employees, is seeking a Human Resources Manager. This position will be located in our Turnersville NJ corporate office, the responsibilities also include employees in our CA, TX and AL locations.

The HR Manager will be responsible for the following functions.

Benefits functions:

1. Coordinates health, dental, life, 401K and voluntary benefit enrollments and communicates with service providers concerning administration of these programs.
2. Administers COBRA, including issuing COBRA letters, receiving and recording of COBRA payments.
3. Assist employees with issues arising from claims with service providers.
4. Works with insurance agents on annual renewals.

Human Resources functions:

1. Maintains personnel files.
2. Prepare new hire packages, and do orientation with the new employee.
3. Review all hourly employee timecards and discuss issues with Managers prior to payroll processing.
4. Retain PTO records in TimeForce and process annual accruals.
5. Assist Managers with disciplinary issues, including meeting with the employee(s) and providing Verbal and Written Warnings.
6. Prepare termination packages and present to employee(s).
7. Submit unemployment paperwork, and phone calls.
8. Answer employment verification calls.
9. Ensure compliance with all federal, state and local employment laws for all CDM locations.
10. Maintains the records for, and file the annual EEO-1.
11. Administer CDM's drug testing program in accordance with FAA/DOT regulations.
12. Other duties as deemed necessary.

Competencies:

1. Good communication skills, both verbal and written.
2. Ability to critically evaluate situations.
3. Relationship management.
4. Knowledge of Microsoft Excel and Word.

Requirements:

Bachelor's Degree in Human Resources or related field and 3 years' experience or 5 years HR experience.

SHRM Certification a plus (SHRM-CP or SHRM-SCP)

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Apply to: Hrfrontoffice@cdmelectronics.com

please provide your salary requirement in your cover letter

No Phone Calls

EOE