

What is your Peace of Mind?



All around the globe customers rely on our safe connecting solutions. But we are also a reliable partner for our employees. About 1,800 colleagues in more than 30 countries play their part in ensuring that our products optimally combine mission-critical components. Whether it's motors, airbags or heart pumps – every day we develop connecting solutions for a wide variety of industries and thus take important steps towards a better future. Would you like to be a part of it? Find your peace of mind!

Oetiker, Inc was established in 1981 in Marlette, MI. Clamp production got underway that same year to service the automotive and industrial applications markets in North America. In 1997, Oetiker built a brand new 70,071 square foot Clamping Technology Center across the street from the original facility, which accomodates both the production and administration operations. Oetiker continues to develop and grow as the Group expands product offerings to provide customers with high-quality engineered connecting solutions. Help strengthen our team in **Marlette** at the earliest possible date as a

HR Generalist – 6 Month Role

WHAT YOU'LL DO

- Administration of company benefits and payroll.
- Schedule employee training and maintain training records
- Assist with the recruitment and selection process.
- Maintain Human Resource Information System and personnel records.
- Complete new hire onboarding.
- Complete monthly reporting.
- Program & Event Management
- Complete miscellaneous administrative items as needed.

WHAT YOU'LL GET

- A collaborative work environment

WHAT YOU'LL NEED

- Associate's degree and a minimum of 2 years' equivalent experience required
- Manufacturing environment experience preferred
- Knowledge of HR systems, including SAP SuccessFactors, ADP and Novatime.
- Proficient with Microsoft Office and Outlook
- Strong oral and written communication

Oetiker, Inc. is an equal opportunity employer.

Get to know us to get ahead.

For more than 75 years, Oetiker has been a leading manufacturer of high-end connecting solutions for OEMs worldwide. As an employer, we offer our employees attractive international challenges and many development opportunities. Diversity and high quality standards are the foundation of our corporate culture. This way, we combine the visions of today with the technology of tomorrow.

Oetiker, Inc.

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Let's connect:
www.oetiker.com/careers