

Human Resources Manager

Comprehensive Logistics is a leading 3rd Party Logistics Provider delivering highly efficient engineered solutions to complex supply chains. We have an opening for a Human Resources Manager located in our Romulus, MI facility with travel to plant locations in Lansing, MI and Toledo, OH. We are looking for an HR professional with extensive knowledge in payroll administration and familiarity of union contracts and grievance resolution. The ideal candidate will provide advice and guidance to managers and employees on HR policies, procedures and programs.

Education Requirements:

- Bachelors Degree in related field or equivalent combination of education and experience.

Minimum Qualifications:

- Five (5) years experience in the HR field
- Three (3) years experience in payroll administration; knowledge of Ceridian Payroll systems preferred
- Understanding of benefits administration, workers compensation and unemployment claims review and processing
- Familiarity of union contracts with an understanding of disciplinary action procedures and grievance process
- Excellent interpersonal, communication and organizational skills
- Proficiency in Microsoft Office with advanced knowledge in Word and Excel
- Ability to work independently (with minimal oversight) and effectively in a fast-paced and sometimes unpredictable environment.
- Experience with third-party logistics or automotive manufacturing preferred
- Ability to handle employee records and materials in a secure and confidential manner and ensure the privacy and confidentiality of all employee information

Qualified candidates seeking consideration should send resumes to:

Email: careers@ftcli.com

Fax: 330-759-4859

Mail: Comprehensive Logistics
Attn. Human Resources
4944 Belmont Ave
Youngstown OH 44505

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