

HR Compliance & Talent Officer

Fast growing equipment manufacturer and market leader in industrial gas control and medical oxygen equipment requires a full-time HR Compliance Officer. The successful candidate will be responsible for staying up to date on all general compliance requirements and issues, managing current talent and recruiting new talent. This position requires a thorough understanding of compliance laws as well as providing communication to managers and employees about such laws.

Responsibilities:

- Educate and train employees on regulatory and legal requirements
- Remain well versed in employment law and updates in compliance regulations
- Maintain and update employee handbook
- Work closely with HR Manager for hiring
- Enforce disciplinary action for policy violations
- Responsible for keeping employees and teams in place to address compliance issues
- Adhere to applicable legal, regulatory and compliance requirements
- Proactively ensure that system modifications are made for compliance

Required Skills:

- Demonstrated understanding and application of compliance rules and regulations
- Strong interpersonal and relationship building skills
- Proficient skills with Microsoft Office
- Influencing ability with employees and managers
- Excellent verbal and written communication skills
- Experienced in delivering support recommendations
- Solid understanding of HR practices and business strategy

Benefits:

- 401(k)
- Medical insurance
- Dental insurance
- Life insurance
- LTD insurance
- PTO
- Paid Holidays

Compensation:

- Commensurate with experience and salary history

Schedule:

- Monday to Friday

Education and Experience

- Bachelor's Degree in Business, or equivalent experience
- 3-5 years of Human Resources experience in EEO, AA and ADA compliance
- 1-3 years of reporting/analytics experience

- Demonstrated knowledge of employment laws
- Demonstrated knowledge of HR policies, practices, and principles

Company's website:

- www.oxygo.life www.applied-inc.com www.oxyfuelsafety.com

Benefit Conditions:

- Waiting period may apply
- Only full-time employees eligible

Work Remotely:

- No

COVID-19 Precaution(s):

- Temperature screenings
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place

Requirements

- Background check
- Drug screening

Equal Opportunity Employer