

Human Resources & Recruiting Administrator

Valencia, CA

Who We Are

Lavi Industries is the premier manufacturer of innovative queue management fixtures and software solutions for guiding people in, through, and out of commercial and government facilities. We are headquartered in Valencia, California with facilities in New York, and sales offices throughout the US. We pride ourselves in our pursuit of excellence through the dedication and integrity of our people since 1979. We offer the right candidate an opportunity to excel in an entrepreneurial environment, as well as an attractive compensation package. Equal Opportunity Employer. **Come be a part of our team!**

Job Summary

We currently have an opening for a full time Human Resources & Recruiting Administrator.

- Human Resources Administrator: Responsible for the direction, coordination, implementation, and maintenance of policies and programs in all areas of Human Resources for the Organization. Works with the Controller to facilitate H.R. operations. Reports directly to the Controller.
- Recruiting Administrator: Responsible for locating (sourcing), recruiting and phone screening all potential job candidates. The job comprises with speaking with Department Managers and understanding what their skill needs may be. Participates in interviews and is responsible for offer letters and onboarding.
- Payroll Administrator: Back-up for bi-weekly payroll and maintenance of time card records for all employees. Communicates closely with the Payroll Department.

In this position, it is critical that the employee be confidential, organized, detail oriented and able to prioritize their responsibilities in this ever-changing environment as the duties are assessed on a daily sometimes hourly basis.

Equal Opportunity Employer. To apply, send cover letter and resume to Jobs3@lavi.com

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