Human Resources Specialist

Surry County, NC · Full-time · **$60k–65k**

Human Resources Specialist
Location: Surry County, NC; On-site
Salary: $60,000-$65,000
Benefits: Medical, Dental, Life, Disability, Holidays, Vacation, 401k
Job Type: Full-Time
Typical Hours: Monday-Friday, 8:00 AM to 5:00 PM
Start Date: ASAP
Sponsorship not available

Human Resources Specialist (3yrs. HR Exp. Req.) Description

Our client, a growing industrial manufacturing company, is seeking an HR Specialist to join their team in Surry County, NC. Reporting to the Director of HR, you'll serve as the primary HR presence at the site, partnering with the Plant Manager and corporate HR team to support employees and create a positive, productive work environment. This is a well-rounded HR role with a focus on employee relations, engagement, recruiting, and the consistent application of company policies and procedures. As the HR presence on the ground, you'll have the opportunity to build relationships, bring forward ideas, and make a meaningful impact on the employee experience. You'll help bring the broader HR vision to life while having the trust to respond to the needs of the site, with the support and guidance of an experienced HR leader at their corporate headquarters.

Our client is looking for someone who knows how to build trust, earn buy-in, and create strong working relationships while maintaining a professional approach. This is a chance to be part of a growing organization that values collaboration and accountability, while still offering the close-knit feel of a smaller company without layers of corporate red tape. For someone who wants to make a difference in their day-to-day work and grow alongside the business, this role offers both meaningful impact and stability.

Human Resources Specialist (3yrs. HR Exp. Req.) Responsibilities

- Serve as the primary onsite HR contact for plant employees
- Build trust with employees while maintaining a professional HR presence
- Support employee relations and resolution of workplace concerns
- Lead employee investigations and support resolution of workplace issues
- Reinforce company policies and support consistent application
- Coordinate recruiting, candidate screening, and hiring activities
- Support performance management and employee development
- Coordinate training and support plant leadership
- Maintain accurate employee records and HR documentation
- Partner with corporate HR to improve processes, morale, and accountability

Human Resources Specialist (3yrs. HR Exp. Req.) Qualifications

- 3+ years of human resources experience required
- HR experience in manufacturing, warehousing, or a similar industrial setting required
- Strong relationship-building skills and a genuine interest in supporting employees
- Able and willing to work onsite daily required

Apply: https://twonice.hire.trakstar.com/jobs/fk0zc2t/?apply=true

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