



Job Opening

Human Resources Specialist

Job Description

Well established manufacturing company with forty-eight year history is seeking a HR specialist/Administrative Co-Manager. Duties include:

- Manage the recruitment and on-boarding of new employees.
- HR responsibilities for 50 employees, including managing health care plan sign up process.
- Implementing and monitoring company-wide safety program
- Answering incoming phone calls

Will learn and occasionally assist with product shipping duties, creating bills of lading and other forms used by major freight companies. Successful candidate will have:

- Fluency in English and Spanish.
- Ability to interface with customers and staff in professional manner
- Keen attention to detail and organizational skills, good written and oral communication skills,
- Experience with ERP software experience is a plus.
- Will be part of three-person administrative staff.
- We provide standard medical, dental and life insurance benefits.

Job Type: Full-time

Pay: \$45,000-\$50,000 per year

Apply

To apply, please send your resume to info@lancsindustries.com with the subject line in your email – Production worker

Contact Us

Email: info@LancsIndustries.com | Tel: 505.738.7200 | LancsIndustries.com
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