



Position: Human Resources Generalist

Location: On-Site – Chesterfield, MO

Reports to: HR Director

Job Type: Full-Time Exempt

The Team:

APC is a leading database marketer for Vehicle Service Contracts in the Auto Industry for the last 19 years. We partner with Administrators, OEMs, Auto Finance Companies, affinity organizations, and Dealers to create turn-key revenue producing programs. We direct market and sell VSCs and ancillary products to our client's customers. APC shares in the revenue of each sale, thus creating a no-cost solution for our clients.

Principal Purpose of Position:

The HR Generalist will assist in all aspects of the HR Department. This essential role will be involved in all programs and services that relate to a company's human resources division. The HR Generalist will also be involved in aspects of recruiting, hiring, and training new employees when applicable.

Duties and Responsibilities:

- Preparing new employee files
- Orientating new employees to the organization
- Conducting the benefit enrollment processes
- Serving as a point person for all new employee questions
- Maintaining current HR files and databases
- Maintaining records related to grievances, performance reviews, and disciplinary actions
- Performing file audits to ensure that all required employee documentation is collected and maintained
- Completing termination paperwork and assisting with exit interviews
- Creating and distributing documents
- Providing customer service to organization employees
- Maintaining computer system by updating and entering data
- Setting appointments and arranging meetings
- Compiling reports and spreadsheets and preparing spreadsheets
- Overseeing all recruitment needs
- Scheduling and conducting job interviews
- Collecting employment and tax information
- Responsible for OSHA logs and workers compensation
- **STRONG EMPHASIS ON RECRUITMENT!**



Education and Experience:

- Bachelor's degree in Human Resources and three plus years of applicable work experience in an HR Department
- Proficient with Microsoft Office Suite or related software
- Excellent organizational skills and attention to detail.
- Knowledge of basic HR practices and procedures
- Active HR Certification preferred

Our Employees Enjoy:

- Competitive salary
- 401K
- Medical, vision and dental insurance
- Paid vacation and personal time
- Career advancement opportunities

Work Environment:

The work environment consists of typical office environment.

Travel Required:

There is minimal travel required in this position.

Affirmative Action/EEO Statement:

Automotive Product Consultants is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. APC makes hiring decisions based solely on qualifications, merit, and business needs at the time.