



HRBP/Generalist

Leading the LED Industry Since 1992

Leotek Electronics USA LLC, located in California's Silicon Valley since 1997, and celebrating over thirty years as an LED lighting manufacturer, is globally recognized as a pioneer in light-emitting diode technology. With millions of LED products installed worldwide, Leotek offers a substantial history of proven performance. The company manufactures innovative LED lighting products for applications encompassing traffic and transit, street and area lighting.

Leotek is committed to developing emerging solid-state technology that offers greater longevity and environmental viability than traditional lighting sources, while reducing energy consumption and maintenance costs.

Location:

San Jose

Department:

Human Resources

Summary of Responsibilities:

Primary work on talent acquisition and learning and development area, the job holder is responsible for full spectrum of recruitment and selection process. He/she is focus on the learning and development program and the employer branding program. The incumbent is also responsible for the employee relations case.

Job Responsibilities:

- Responsible for the full spectrum of the Human Resources functions, including but not limited to new hire orientation, personal file maintenance, 401(K) administration and health benefit administration.
- Responsible for full cycle of talent acquisition, from engaging with the hiring manager of the job understanding, posting advertisement in the appropriate means, screening resumes, interviewing, preparing on boarding process and conducting new hire orientation
- Works with hiring manager to document requirements of job openings as required opening requisition(s), e.g. job description, manpower requisition and employment report
- Determines appropriate recruiting sources for advertising, posting positions, pro-actively approach the potential candidate via job board or social media
- Manage pre-employment administrative processes, coordinate phone screen and in person interview, background checks, and I-9.
- Negotiates and/or supports hiring manager in developing new hire compensation package/offers.
- Develops and administers recruiting programs and career development programs, including internship program and campus recruitment
- Promotes and develop employer branding to candidates and external service providers

- Conducts research and analyzes data on assigned projects
- Responsible for learning and development programs and succession planning program
- Handle employee relations case or any employee grievance and compliant
- Assists senior management in the development of solutions through cultural and process perspective organizational development and organization change.
- Resolves employee relations issues through a systematic approach e.g. disciplinary progress system, employee communication, employee reward and recognition programs.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Review existing processes and workflow and continuously recommend improvement (identifying improvement opportunities) and implement solutions to increase workforce productivity.
- Responsible for company events.
- Support FMLA, CFRA, PFL and any type of LOA application
- Reconciles the benefits statements and performs payroll/benefit-related reconciliations to General Ledger and other accounts.
- Any other projects or tasks assigned by HR Director.

Additional Eligibility Qualifications:

- 4-year college degree plus minimum 3 years HR experience related skills, knowledge, and experience for each job level.
- Prior experience with ADP workforcenow and LinkedIn Recruiter are preferred
- Excellent written and verbal communication skills

Competencies:

- Flexibility
- Strong analytical and problem-solving skills
- Familiar with Federal and CA Employment and Labor laws and regulations
- Ability to multi-task, has analytical skills with attention to details and a high level of accuracy.
- Ability to perform data and information analysis and draw logical conclusion.
- Ability to use available resources to find solutions or answers.
- Ability to be pro-active and always follow through.
- Ability to work confidently in a rapidly changing, fast-paced and results-oriented corporate environment where a high degree of flexibility is required.
- Excellent listening skills with ability to keep confidentiality.
- Teamwork
- Excellent written and verbal communication skills
- Proven ability to effectively: self-motivate, team motivate, effective communicate both verbally and in writing, properly evaluate and meticulous handle information, maintain high ethical standards, problem-solve, interact calmly and professionally with others, lead others, demonstrate a positive winning attitude, create solid working relationships across the organization, display a customer service can-do attitude, timely report and observe all policies and laws.
- Communicate effectively as appropriate for the needs of the audience.
- Effective use of logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Supervisory Responsibility:

This position may have supervisory responsibilities.



Leotek Electronics USA LLC has work environment that promotes diversity, equal opportunity, embraces change, and provides leadership opportunities to its talents.