



HINO MOTORS MANUFACTURING U.S.A., INC.

45501 Twelve Mile Road Novi, MI 48377
Tel: (248) 442-9077 Fax: (248) 442-9068

DATE: 3/15/2019

JOB DESCRIPTION

TITLE: HR/Admin Specialist

Market Title: HR/Admin Generalist

JOB DUTIES:

Hino Motors Manufacturing U.S.A., Inc. the industrial truck division of Toyota is seeking a HR/Admin Specialist for its Headquarters-Detroit facility located in Novi, MI. Hino Motors offers a competitive wage and benefits package.

Responsibilities include:

- Schedule and conduct interviews
- Conduct all pre-screening activities including background checks, drug screen, and MVR reports
- Assisting with benchmarking policies and data
- Develop content and branding for website and social media pages
- Assist with administration of employee surveys and data analysis
- Administer corporate vehicle program
- Administer gas card administration
- Invoicing
- Create and update reports
- Order business cards
- Create and maintain new hire personnel folders
- Develop employee morale boosting activities
- Performing file audits to ensure that all required employee documentation is collected and maintained
- Assist with policy administration
- Update phone lists, organizational, and seating charts
- Create and order employee name plaques, badges, and new hire materials
- Update employee birthday and anniversary lists
- Assist with company training program
- Filing documents as needed
- HR compliance and regulation
- Create work instructions
- Assist in planning company events
- Other HR/Admin related duties as assigned

JOB REQUIREMENTS:

Required Knowledge and Skill Sets:

1. Strong MS Excel and MS PowerPoint skill sets.



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2. Strong written and verbal communication skills.
3. Strong organizational and data management skills.
4. Must have knowledge of employment regulations with the DOL, EE OC and OFCCP.

Experience:

1. Minimum of 1-3 years human resources experience is required.
2. Admin/HR experience is required

Education:

Bachelor's Degree in Business required; Human Resources is preferred

Other:

- Position requires traveling up to 10% of the time.
- Position might require moving equipment up to 10 pounds or less.
- Position does not allow telecommuting and employee must be present in the office.
- Position requires sitting stationary 90% of the time.