



HR Generalist

About Us:

Since 2008, boutique restoration house, Singer Vehicle Design, based in Sun Valley, California, has been sharing its obsession to celebrate the Porsche 911 – and with more than 100 commissions globally delivered to date, that obsession has been mastered through the craftsmanship of its artisan team and the ability to envision its clients’ desires to reimagine the ultimate bespoke air-cooled 911. Through the highest levels of creativity, performance, engineering and technology Singer has become THE symbol of why “everything is important.”

Job Description:

Singer Vehicle Design is seeking an HR Generalist who will report directly to the Director of Human Resources. This full-time position will be based in the San Fernando Valley region of Los Angeles County. The right candidate will understand business strategies and objectives while applying HR solutions in a proactive manner. The HR Generalist is expected to assist in leading all aspects of Human Resources, including: talent acquisition, performance management, organizational learning and development, organizational change and effectiveness, compensation, employee advocacy, and employee relations. This role also includes competitive vacation and health benefits.

Key Responsibilities:

- Translate business & HR strategies into operational and actionable plans.
- Process Bi-weekly payroll
- Sourcing Candidates, Interviewing Candidates, Hiring Candidates
- Execute administrative tasks in a timely fashion
- Assist Director of HR with any and all HR-related tasks that include but may not be limited to: assisting employees with questions pertaining to their benefits, payroll, workers’ compensation, etc.
- Execute critical HR processes, including compensation, performance management, talent acquisition, talent development, and workforce planning.
- Proactively anticipate employee relations issue and provide timely coaching and counseling to reconcile differences and establish resolution.
- Advocate and drive for the resolution of employee issues and concerns including internal investigations, corrective actions and coaching.
- Serve as a trusted advisor to front and mid-level leaders and employees.



- Embrace and model Singer Vehicle Design's core values to further advance the organizational culture; develop and implement strategies in support of diversity and inclusion initiatives, employee engagement and retention
- Consistently apply Singer Vehicle Design's HR policies to mitigate risk and ensure equitable solutions
- Leverage organizational effectiveness tools to build and improve team and leader effectiveness
- Partner with leaders to develop strong succession plans
- Collaborate with company-wide HR functional partners to align strategies and share best practices

Job Requirements:

- Minimum of 5 years of HR experience consisting of coaching and consulting with managers and employees on topics such as leadership, talent development, organizational change, performance management, organizational effectiveness, talent acquisition, compensation, and employee relations
- Strong business acumen and diverse business perspective
- Ability to think strategically and execute tactically
- Must be agile and open to tasks outside of job scope.
- Project Management skills
- Excellent interpersonal and communication skills including the ability to build relationships with a broad range of styles at all levels, clearly and articulately present ideas, and influence decision-making
- Ability to work collaboratively across teams and work independently
- Demonstrated integrity and strong judgment
- Experience coaching leaders on complex people issues
- General knowledge of applicable Federal and State employment laws
- Ability to interpret policies and guidelines to support company objectives

Education:

- BA/BS in Human Resource Management, Business Administration, Organizational Development, or related discipline.

Desired Education/Experience:

- Master's Degree in Human Resources, or Business Administration
- SHRM (PHR, SPHR)
- Experience providing HR support in an automotive environment.

Salary:



- Commensurate with experience

How to Apply:

If you would like to be considered for this role at Singer Vehicle Design, please fill out the short form at <http://singervehicledesign.com/careers/> upload a resume, cover letter, and indicate the desired position. We will review each application and you will be contacted if we wish to move forward in the interview process.

No phone calls, faxes, or mailed submissions will be accepted. We do not offer relocation assistance for this position.

Singer Vehicle Design is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, sexual orientation, gender identity, national origin, disability, or protected Veteran status.

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