



POSITION TITLE: Human Resources Assistant

Drawer Box Specialties, a manufacturer of quality custom drawers located in Orange, is currently seeking an experienced professional that is organized and self-directed to provide leadership in the Human Resources and Safety arena.

Successful candidates will possess extensive knowledge of State and Federal laws including OSHA and Workers Compensation regulations, employee benefits, recruitment, coaching, and training. This position requires strong verbal, written and analytical skills with the ability to interact effectively with all levels of employees and management in a team based environment. A strong preference will be given to bilingual, English and Spanish, candidates. Proficiency in Word, Excel, Payroll and HRIS is essential. A Bachelors degree or equivalent work experience required with a minimum of three years experience. SPHR or PHR preferred.