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## HUMAN RESOURCES SPECIALIST

### BERWICK, PA (HYBRID SCHEDULE)

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Don't meet every requirement listed below? Design Group is committed to building a talented network of diverse employees, so if you're excited about this position but your background doesn't align perfectly with every qualification listed, we encourage you to apply regardless. You may be just the right candidate for this or other opportunities.

#### **WHO IS DESIGN GROUP?**

Design Group Americas is one of the U.S. leaders of gift packaging, crafts, décor, and creative play products with a portfolio of over 50 national brands, sold nationwide and around the globe in the mass, middle and specialty markets. We are proud to serve the best and biggest retailers in the market like Amazon, Walmart, Target, and JoAnn Stores PLUS over 7,000 independent specialty retailers.

Design Group is recruiting for a Human Resources Specialist in our Berwick, PA location. This is a hybrid role with work from home flexibility but must be onsite in Berwick at least 1-2 days per week.

#### **WHAT WILL I DO IN THIS ROLE?**

You will support the HR Program Manager in a variety of tasks such as Compliance, Learning, HRIS, Performance Management, Employee Relations, and more. This is an excellent opportunity for a detail-oriented and enthusiastic individual with an eagerness to learn more about HR processes.

#### **KEY RESPONSIBILITIES**

##### ***Compliance:***

- Stay abreast of updated legislation utilizing XpertHR platform.
- Propose and implement solutions to ensure continuous compliance.
- Conduct thorough reviews of the employee handbook and policies, offering enhancements as needed.
- Maintain up-to-date minimum wage tables.

##### ***Learning:***

- Participate in implementation of new Learning Management System, LinkedIn Learning.
- Manage administrative tasks within the LinkedIn Learning platform, including user management, content organization, and reporting, to ensure smooth operation and optimal utilization of resources.

##### ***HRIS Maintenance:***

- Manage administrative tasks in ADP, such as setting up job codes, department IDs, and other system-related components.
- Serve as a backup HRIS administrator, ensuring the seamless operation of the ADP system.

##### ***Performance Management:***

- Utilize performance management system to set up review processes, forms, and other related activities.
- Generate reports to monitor the status of the performance management process.

##### ***Employee Relations:***

- Address employee inquiries and assist in resolving basic HR-related issues.
- Maintain confidentiality and handle sensitive information with discretion.

## WHAT SKILLS DO I NEED?

- Bachelor's degree in Human Resources, Business Administration, or a related field or equivalent level of on-the-job training.
- 2-4 years of proven experience in Human Resources.
- Understanding of employment legislation and compliance requirements.
- Proficiency in using HR programs such as an HRIS and/or performance management system.
- Proficient in Microsoft Office programs, particularly Excel.
- Excellent organizational and analytical skills, with a keen attention to detail.
- Effective communication and interpersonal skills.
- Ability to work independently and collaboratively in a fast-paced environment.

## WHAT DOES DESIGN GROUP OFFER ME?

We offer a comprehensive employee benefits package including medical insurance and 401k with matching program as well as a paid time off plan including family leave options. Design Group believes in a fun, flexible work environment that allows your creativity to flourish and grow.

**APPLY ONLINE** - <https://jobs.silkroad.com/DesignGroupAmericas/DesignGroupAmericas/jobs/3588>

Check out our video portal: <https://dgameamericas.com/video-portal/>

Our application window remains open until the position is filled, without a specific closing date.

Design Group is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other non-merit-based factors.

We are dedicated to fostering a diverse and inclusive environment, committed to recruiting and retaining a talented and varied workforce. We continuously strive to infuse diversity into our products, marketing, and social media, promoting inclusive representation. We actively seek to expand our network of minority-owned suppliers and freelancers, while supporting organizations aligned with our values through product donations. Internally, we promote diversity through initiatives like employee referral programs, working towards a well-rounded and inclusive workplace.