

**Würth Electronics ICS, Inc.**  
**Intelligent Connecting Systems**  
1982 Byers Road  
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## JOB DESCRIPTION

### WURTH ELECTRONICS ICS, Inc.

**JOB DESCRIPTION: Human Resource Generalist – Full-Time**

Reports to: Chief Financial Officer  
Date prepare/updated: 2/18/2020

#### **Würth Electronics ICS, Inc.**

Würth Electronics ICS Inc. was founded in Dayton, Ohio, USA in 2010 and is part of the Würth Elektronik ICS Group.

Würth Electronics ICS Inc. offers circuit board-based system solutions for power boards, electronic controls, displays and control panels. The company supports its customers in the commercial and special vehicle industry, the construction and agriculture machinery industry and the automotive market from the initial idea to serial production of the product and beyond.

Our goal is to generate a competitive edge for our customers with our expertise and competence, by offering tailor-made solutions in power management, controls and HMI, utilizing standard components and product platforms.

At Würth Electronics ICS, Inc., we invest in great people. We encourage our employees to challenge themselves and we offer an environment that fosters creativity and success.

#### GENERAL JOB DESCRIPTION:

The Human Resource Generalist will handle the day-to-day operations of the human resource department, including talent acquisition, onboarding, training development, benefit administration, employee relations, and employee discipline. You will help facilitate an employee-orientated, high-performance culture that boosts employee retention and satisfaction rates. The ultimate goal of this position is to ensure HR operations run smoothly and effectively.

#### PRIMARY RESPONSIBILITIES

- Collaborate with department managers on talent acquisition and development
- Conduct employee onboarding and help organize training



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- Provide support to employees in various HR-related topics such as leave, compensation, and various employment matters
- Own the development and implementation of human resource policies
- Establish a formal performance management process based upon our corporate mission and values
- Ensure compliance to with all local, state, and federal policies
- Manage HRMS/HRIS systems, employee files and records
- Administer company benefits locally in conjunction with corporate parent
- Perform other duties as assigned

CRITICAL SKILLS AND EXPERIENCE:

- Bachelor's degree in human resources, or related field
- 3+ years of human resource experience
- Thorough knowledge of employment –related laws and regulations
- Understand personnel and compliance records management
- Strong analytical and problem-solving skills
- Proficiency with Microsoft Office products
- Experience with HRMS/HRIS systems
- Excellent written, verbal, and interpersonal communication skills
- Ability to act with integrity, professionalism and confidentiality