

Human Resources Generalist II

Malco Products, SBC offers you a great employment opportunity. As the nation's leading manufacturer of specialty precision hand tools for the HVAC industry, Malco is seeking a multi-talented individual at our DeWitt, NE facility. Qualifications and duties of the Human Resources Generalist II include:

- Setup and maintain personnel files including updating software for the Accounting/Personnel system
- Screen employment applications/resumes by position, categorize by experience, etc
- Interview non-exempt applicants
- Complete new associate orientations and enroll associates in FlexComp, benefits and retirement plans
- Two-year college degree and three years work experience in the human resources area

We offer a flexible benefits program where you can pick and choose many options in our plan. We are a 100% owned Employee Stock Ownership Plan (ESOP) company where all employees are shareholders of company stock. Along with the excellent starting wage and benefits program, we have a clean, safe working environment.

To apply, please print and complete an application found at malcotools.com and mail, fax or email to:

MALCO PRODUCTS, SBC
Attn: Human Resources Manager
P.O. Box 400
Annandale, MN 55302-0400
Facsimile: (320) 323-4441 Email: hr@malcotools.com



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