



CUYAHOGA VALLEY
CAREER CENTER

Cuyahoga Valley Career Center

Job Posting #4321

Job Posting Date: 5/10/2022

Employer Information: Ohio CAT
Contact: Ms. Eileen Toghill
3993 East Royalton Road
Broadview Heights, Ohio 44147
Phone: 440-838-7321 **Ext:**
E-mail: etoghill@ohio-cat.com

Main Business: Heavy Equipment Sales

Job Title: HR Generalist

Full/Part-time: Full-Time **Job Hours:** 8:00-5:00

Job Duties: Responsible for integrated disability management, which includes Short Term Disability, Family Medical Leave, and Workers' Compensation. Administer all Workers' Compensation claims and have direct contact with our Third party Administrator.

Process all Disability and Leave claims. Assist with the administration of all benefit and retirement programs including medical, dental and vision, life insurance, short and long-term disability and 401(k). Performs other related duties as assigned.

A bachelor's degree preferably in human resource management or related field. Three to five years of Human Resource or related experience.

Proficient with Microsoft Office Suite or related software. Excellent skills in database management and record keeping. Effective oral and written communication. Excellent organizational skills and attention to detail. Experience exercising independent judgment and discretion while utilizing company policies and practices to determine the appropriate action

PLEASE APPLY DIRECTLY THROUGH EMPLOYER FOR THIS POSITION

Compensation: Open

Special Notes / Additional Information:

<https://www.ohio.cat.com/about-us/careers/>

**Minimum Age
Requirement?**

18

How to Contact: Apply Online

Seeking: CVCC Alumni, Adult /Job Seeker

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