



HUMAN RESOURCES COORDINATOR, USA

INNOTEX CORP. is a leading designer, manufacturer, and distributor of personal protective equipment and turnout gear for firefighters and first responders. Our commitment to innovation and teamwork has made us the trusted partner of thousands of fire departments across the globe. We have 4 factories in Quebec, Canada, and 1 in Ohatchee, Alabama.

If you enjoy working in an industry that makes a difference in the field of community protection and security, then we have the perfect role for you. Our rapidly growing team is currently looking for a dynamic person to fill the role of **Human Resources Coordinator – USA**. This position reports to the INNOTEX CORP. HR Manager based in Ohatchee.

Main responsibilities:

- Review, maintain, and administer HR systems, programs, procedures, and plans according to our organizational HR processes and in compliance with our statutory regulations and internal policies.
- Ensure adherence to all local, state, and federal regulations pertaining to HR.
- Produce regular reports detailing HR metrics such as turnover rates, absenteeism, recruitment efficiency, training outcomes, and others.
- Ensure that all HR-related training programs, especially those related to compliance, are effectively administered and continuously improved.
- Oversee the secure storage and accuracy of employee records, ensuring adherence to data protection standards.
- Promote and sustain INNOTEX's culture, ensuring that our values are reflected in all HR initiatives and decisions.
- Manage the talent acquisition process for production employees in collaboration with managers: posting, pre-selection, interviews, drafting contracts, etc.
- Plan, coordinate, and ensure the successful integration of all new production employees.



QUALIFICATIONS AND COMPETENCIES

- Bachelor's degree in business administration - Human Resources or equivalent
- Minimum of 1 to 3 years' experience preferred
- Understanding of HR practices in a manufacturing environment preferred
- Thorough understanding of HR laws
- Analytical mindset and ability to make swift, informed decisions
- Ability to work autonomously on various tasks
- Ability to work in a dynamic and fluid environment
- Strong entrepreneurial spirit
- Comfortable working in a role with highly confidential duties; candidates must have U.S. citizenship
- A passport is preferred

KEY COMPETENCIES

- Excellent written and verbal communication skills
- Strong time management and multi-tasking skills with the ability to juggle several priorities with tight deadlines
- Dependable and self-sufficient, with a strong sense of initiative and creativity
- Excellent stress management skills and ability to make effective decisions
- Proven ability to use different recruiting strategies



CONDITIONS

- Competitive base salary
- Profit sharing program
- Flexibility to balance professional and personal life
- Health and welfare benefits for you and your family
- 401K
- Company head offices are in Ohatchee, AL and Quebec, Canada

Up for the challenge? Please send your application to the Human Resources department at: RH@innotexprotection.com.