

Your future  
awaits.



Buhler Inc. is seeking a highly motivated professional Human Resources Generalist.

Buhler is a Swiss-based \$2.0B company. We are an internationally recognized leader in the research and development, manufacture, and distribution of capital equipment and processing systems serving both the food and non-food industry.

## Human Resources Generalist

### Basic Responsibilities:

- Assists HR Director.
- Administers policies, program and procedures.
- Assists with recruitment and interview process.
- Schedules meetings and interviews.
- Conducts employee orientations.
- Assists with EPM process.
- Assists HR Director with various research projects and/or special projects.
- Assists in visa applications and extensions.
- Assists with international transfers.
- Files reports, VET-100, EEO-1.
- Assists with the preparation of Affirmative Action Plan.
- Assists with training programs including Buhler Apprenticeship Academy.
- Maintains employee personnel files.

### Required Qualifications:

- Associates degree in Human Resources, plus 2 years of experience, preferably in international company.
- Excellent communication and organizational skills.
- Ability to identify, evaluate, problem solve.
- Must be able to work under pressure.
- Entrepreneurial spirit.
- Proficient software skills, Outlook, Word, Excel, PowerPoint.
- German language a plus.

### What Buhler Offers:

- Highly competitive salary
- Liberal benefits package
- 3 weeks vacation
- 401K
- And much more

To apply please visit

[www.buhlerusa.iapplicants.com](http://www.buhlerusa.iapplicants.com)

Equal Opportunity Employer  
Affirmative Action Employer  
Please No Agencies

