



UIBS

3941 Southeastern Way, Suite A
West Columbia, SC 29169
(803) 915 – 7890 | info@uibsa.com

Job Title: HR Manager

Job Type: Full Time

Job Location: Prosperity, SC

Salary:

Job Description:

We are seeking a dedicated and experienced HR and Operation Manager to oversee daily staffing HR and operation. This role requires strong communication and organizational skills, proficiency in Excel, and the ability to manage staffing needs while ensuring compliance with company policies and safety standards. Fluency in both English and Korean is preferred.

Your duties will include:

- Review background checks, drug screenings, and E-Verify documentation
- Maintain employee records and ensuring compliance with labor laws and company policies
- Assess and ensure completeness of newly hired employee
- Monitor employee attendance and absence rates and implement strategies to improve attendance
- Create a compensation strategy for all employees based on market research and pay surveys; keeps the strategy up to date
- Manage and mentor the HR team, ensuring tasks are delegated effectively and completed on time
- Manage daily production plans and projections using Excel
- Verify daily and weekly timesheets for accuracy and process them for payroll.
- Ensure production lines operate smoothly and efficiently
- Supervise staffing operations, including resource allocation to meet production demands
- Conduct checks for Personal Protective Equipment (PPE) compliance and enforcing workplace safety standards



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- Address operational or staffing issues promptly to ensure a safe and efficient working environment

Your qualifications are as follows:

- Bachelor's degree in Human Resources, Business Administration, or a related field (Preferred)
- **Must be proficiency in Excel and** advanced in Microsoft Office and computer
- 3-10 years of experience in HR and/or operations management
- Excellent interpersonal skills for engaging with employees and resolving conflicts
- Strong organizational and problem-solving skills
- Experience in staffing operations and employee management is a plus
- Commitment to follow through with a sense of urgency
- Detail-oriented with the ability to manage multiple tasks simultaneously
- Fluency in both English and Korean.

Your benefits are as follows:

- Medical, Dental, and Vision insurance
- 401K matching
- Relocation Assistant
- PTO
- Paid holidays
- Visa Sponsorship
- Meals provided (Lunch/overtime dinner)
- Mobile Phone provided