



**Job Title: Human Resources Generalist**  
**Department: Human Resources**  
**Location: Matamoros, Tamaulipas, Mexico**

We are seeking a dependable and knowledgeable **HR GENERALIST** for our manufacturing plant located in Matamoros, Tamaulipas.

**Responsibilities:**

The HR Generalist is responsible for administrative and operational aspects of Human Resources, aligning business objectives with employees and contractors in the assigned manufacturing plant. Will be involved in every aspect of human resources and oversee the day to day operations with a concentrated focus in recruiting and onboarding, employee relations, and compliance. Understands, follows and enforces all established safety, health, quality and Company policies, procedures and recognized practices. Supports and coordinates initiatives to support employee engagement and a culture of excellence.

**Qualifications:**

- Bachelor's degree Human Resources Management, or a related field; or an equivalent combination of education and relevant experience.
- 3+ year experience in Human Resources, in a manufacturing site preferably.
- Experience working with union and non-union employees.
- Excellent communication skills; Bilingual in English/Spanish is required.
- Background in employment law and other government compliance regulations is preferred.
- Ability to objectively coach employees and management through complex, difficult, and emotional issues.
- The ability to research and analyze various different type of data information.
- Must have the ability to make recommendation to effectively resolve problems or issues, by using judgment that is in consistent with standards, practices, policies, procedures, regulation or government law.

**Qualified candidates should submit their Resume/CV for consideration via email to:**  
**[HumanResources@ksmelectronics.com](mailto:HumanResources@ksmelectronics.com)**

*(No phone calls please. This vacancy is NOT open to third-party recruiters or staffing agencies for recruiting purposes. KSM Electronics is not responsible for any fees associated with unsolicited resumes of candidates submitted by staffing agencies/third-party recruiters.)*