

# HUMAN RESOURCES POSITIONS



*POWERING YOUR POTENTIAL*



## **COMPENSATION AND BENEFITS ANALYST**

- » Supports compensation and benefits program implementation, administration, regulatory compliance, and maintenance for assigned geographical regions.

## **EMPLOYEE MOBILITY SPECIALIST**

- » Provides support for specified employee mobility programs which may include expatriate management, employee relocation and/or immigration.

## **EMPLOYEE TRAINING SPECIALIST**

- » Coordinates and facilitates general and specific training programs.
- » Assists with the planning, design, delivery, and implementation of training programs.

## **FUNCTIONAL EXCELLENCE SPECIALIST – HR**

- » Supports several aspects of a function's Functional Excellence efforts.

## **HR OPERATIONAL EXCELLENCE SPECIALIST**

- » Provides support in the delivery of Human Resources policies, processes and initiatives including coordinating the communications, consolidation and reporting of Human Resources information and key performance indicators.

## **LINE HR GENERALIST**

- » Supports Human Resources activities within a site, organizational unit, or department.
- » Responsible for the deployment and effectiveness of a broad range of defined Human Resources processes within the business or functional organization.

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## HUMAN RESOURCES POSITIONS

### RECRUITER

- » Participates in the recruiting, screening, and interviewing processes to fill current or expected job vacancies.

### PAYROLL ANALYST

- » Administers and participates in payroll processing activities for various payroll groups including the preparation, processing and balancing of payroll.

### PROJECT COORDINATOR – HR

- » Applies developing business process and project management skills within an area of business or technical specialty.
- » Manages small portions of well defined projects.

### TALENT MANAGEMENT SPECIALIST

- » Contributes to a variety of talent management initiatives and processes as a member of the talent management team.

### LABOR RELATIONS REPRESENTATIVE

- » Provides daily contract administration and employee relations in support of an organization's labor relations programs.
- » Supports the contract negotiation process.
- » Develops a business partnership with the labor organization and company representatives.

### EMPLOYEE BENEFITS SPECIALIST

- » Administers one or more elements of employee benefits programs which may include health, welfare, and retirement plans, in compliance with plan design and government legislation.

### HR ANALYTICS SPECIALIST

- » Supports the delivery of Human Resources reporting and analytics by delivering complex information across all business segments globally, including defining report requirements, performing data analysis and preparing reports.

### HR INFORMATION SYSTEMS ANALYST

- » Assists in the support of Human Resources management systems, including system configurations and modifications using company and application standards.

### **Accelerate your HR Development through the HR Bench Program**

*The Human Resources Bench Program is a pipeline to hire and develop talent in advance of an opportunity being available. While in the program, individuals will obtain training, learn about each HR discipline, network with key partners, and support various HR initiatives. This program provides individuals the foundation to jump into an HR career.*

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