



## **Human Resources Administrator**

**Location:** 119 Jefferson Hwy, Louisa, VA 23093

**Company:** Duravex LLC | [www.duravex.com](http://www.duravex.com)

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### **About Duravex**

Duravex is a high-growth manufacturer based in Louisa, Virginia, specializing in sheet metal fabrication, welding, machining, coatings, and the design and build of turnkey mechanical systems. In addition to full system integration and production, we also design custom equipment and collaborate with customers to refine and optimize their product designs. Our capabilities include UL 508A industrial control panels and electrical assemblies as part of broader engineered solutions.

Following the acquisition of Piedmont Metal Fabricators, we are scaling rapidly to deliver engineered solutions across critical industries including defense, data infrastructure, industrial processing, and OEM manufacturing. Our capabilities are organized into five strategic verticals: Engineered Plant Equipment, OEM Equipment, Data Infrastructure, Defense & Secure Facility Components, and Contract Manufacturing.

Duravex is building a culture rooted in safety, precision, and continuous improvement—where smart, hands-on leaders thrive.

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### **Position Overview**

Plays a vital role in the Company by providing a talented and robust workforce. This position will manage Duravex's workforce by handling recruitment, compensation, employee relations, orientation, payroll and ensuring compliance with labor laws. Key responsibilities include identifying and hiring suitable candidates, presenting open enrollment packages and administering benefits and fostering a positive and productive work environment.

This position reports directly to the Controller.

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### **Key Responsibilities**

1. Support employee recruitment and retention efforts
2. Post and manage job openings; coordinate interviews
3. Facilitate new hire onboarding and orientation
4. Maintain employee records, personnel files, and benefits documentation
5. Process weekly payroll and ensure accurate deductions
6. Administer PTO, time, and attendance tracking

7. Assist with benefit renewals, open enrollment, and compliance reporting
  8. Coordinate annual reporting requirements (ACA, 401k testing, etc.)
  9. Support performance review process (tracking and documentation)
  10. Handle employee relations at the administrative level (policy communication, answering routine HR questions)
  11. Support workers' compensation claims and reporting
  12. Coordinate employee training and development logistics
  13. Manage termination/offboarding process (exit interviews, benefits wrap-up, final pay)
  14. Ensure compliance with federal and state labor laws; maintain required postings and documentation
  15. OSHA 300 reporting
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### **What You Bring**

- 1-3 years in progressive HR administration
  - Excellent communication and interpersonal skills
  - Working knowledge of Safe Harbor programs and regulations
  - Proficiency in Excel and Word
  - Ability to multi-task
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### **Why Duravex?**

- Lead practical change—no red tape, just results.
  - Join a company scaling fast and building smart systems from the ground up.
  - Competitive pay, benefits, and long-term growth opportunity.
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To apply, send your resume and a brief statement of interest to [careers@duravex.com](mailto:careers@duravex.com).