



HUMAN RESOURCES MANAGER

REPORTS TO: GROUP CONTROLLER

JOB SUMMARY

The Human Resource Manager will lead, develops policy, direct and coordinates human resources activities, such as employment, compensation, labor relations, benefits, training, and employee services for the advancement of the company by performing the following duties.

SUPERVISORY RESPONSIBILITIES:

Supervises clerical assistant and temporary staffing as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Recruits, interviews, tests, and assists in employee selections.
- Contracts with outside suppliers to provide employee services, such as temporary employees, search firms, or relocation services as needed.
- Plans and conducts new employee orientation.
- Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, disciplinary procedures and employee statistics for government reporting.
- Coordinates interviewing, hiring, terminations, promotions, performance reviews, and safety.
- Advises management in appropriate resolution of employee relations issues.
- Administers benefits programs such as life, AD&D, disability, health, and dental insurance, 401k plans, vacation, sick leave, leave of absence, FMLA and employee assistance.
- Responds to inquiries regarding policies, procedures, and programs.
- Administers performance review program to ensure effectiveness, compliance, and equity within organization.
- Investigates accidents and prepares reports for insurance carrier.
- Coordinates Safety Committee meetings and acts as Safety Director. Responsible for OSHA 300 log.
- Prepares reports and recommends procedures to reduce absenteeism and turnover as needed.
- Prepares employee separation notices and related documentation, and conducts exit interviews.
- Writes and delivers presentations to corporate management and staff regarding human resources policies and practices as needed.
- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in

compliance. Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.

- **Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.**

EDUCATION/EXPERIENCE: JOB REQUIREMENTS

Bachelor's degree (B.A.) from four-year College or University; or one to two years related experience and/or training; or equivalent combination of education and experience.

JOB REQUIREMENTS

- **Strong working knowledge of Microsoft Office products.**
- **Excellent verbal and written communication skills.**
- **Strong analytical and problem solving skills.**
- **Excellent organizational skills and attention to detail.**
- **Ability to prioritize tasks and delegate when appropriate.**
- **Excellent interpersonal, negotiation and conflict resolution skills.**
- **Professional team player**
- **The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical requirements include sitting, standing, walking, lifting up to 15lbs, ability to speak, hear and see and use of hands.**