JOB DESCRIPTION

SUMMARY OF FUNCTIONS: Responsible for the development, modification, coordination and implementation of policies covering employment, associate relations, salary administration, benefits administration, safety, health, associate services, communication and retirement.

MAJOR DUTIES AND RESPONSIBILITIES:
Along with those identified below, other duties may be assigned.

• Provide internal consulting services regarding the interpretation and application of HR policies and processes. Participate in developing best practices and implementing policies and processes as applicable.

• Day-to-day associate relations including problem solving, counseling, coaching, fact-finding, etc.

• Ensure proper due diligence in associate relations according to company values.

• Direct recruiting and employment activities to ensure the timely placement of qualified associates in salaried, hourly and temporary positions.

• Develop programs, policies, procedures and controls regarding key HR metrics (safety, recruiting, associate satisfaction, on-time performance appraisals, turnover, etc.)

• Conduct research into HR programs, policies and employment law and recommend strategies, changes or innovations where appropriate.

• Supervise associate welfare plans such as retirement, leave of absences, disability benefits and other associate safety, health and wellness services.

• Properly execute corporate policies and HR programs ensuring superior quality, deliver and cost.

• Engage in community relation and otherwise represent the Company to the public when necessary.

• Ensure compliance with employment-related laws. Represent, or aid in the representation of, the Company on related litigation.

• Administer wage and salary policies while ensuring competitive rates of pay and competitive benefits. Conduct benchmarking to ensure competitiveness.

KNOWLEDGE, SKILLS, AND ABILITIES NECESSARY:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

• Knowledge of laws governing employment
• Must possess skills in regards to facilitation, conflict management, counseling/coaching, recruitment and interviewing, compensation, training, safety, problem solving and personnel administration
• Prior experience in organizations committed to the principles of continuous improvement (LEAN)

AN IDEAL CANDIDATE WOULD:
• Possess Bachelor’s degree in business, human resources/labor relations or related field required.
• Possess five years of progressive HR experience with a manufacturing company in a HR role
• Have experience with several roles within the Human Resources function including recruitment
• Demonstrated ability to develop a good rapport with associates at all levels within a large manufacturing organization