



## Human Resource Manager

### Job Description

<b>Reports To:</b> President	<b>Department:</b> Administration
<b>Classification:</b> Exempt	<b>Date:</b> 2/11/2013

#### **SUMMARY:**

The HR Manager will develop and implement a full range of HR activities, enhancing the business strategy. HR priorities include leadership development, succession planning, OD and effectiveness, associate relations, PER, recruitment and knowledge of employee benefits, group insurance, Cobra, EE payroll, EEOC, 401K, FMLA, W/C and HR laws. The position will manage all HR associates, along with an EHS Specialist.

#### **PRINCIPAL RESPONSIBILITIES:**

- Jointly develop strategic HR priorities that support broad business goals; translate these into operational HR activities and implement
- Systematically promote hiring and retaining of high quality team members
- Establish training structure for team member development (Training matrix and record keeping of certifications, etc.)
- Development of a superior workforce, policies and procedures which promotes retention of high quality team members (reward system, benefit package, etc.)
- Establish and control safety management system
- Report, plan, budget, and execute policies applied to manpower
- Conduct HR administration (Security system for company asset, facility 5S activity, etc.)
- Coach managers in the resolution of issues related to associates and the business
- Identify and execute opportunities for more effective ways of working
- Assist in benchmarking HR practices and develop process improvements/encourage process change; apply metrics to measure continuous progress
- Establish and control rule-abiding company cultures (company handbook, etc.)
- Administers performance review program to ensure effectiveness, compliance, and equity within organization
- Determine and recommend employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation
- Selects and supervises Human Resources consultants, attorneys, and training specialists, and coordinates company use of insurance brokers, insurance carriers, pension administrators, and other outside sources



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- Administers salary administration program to ensure compliance and equity within organization.
- Administers benefits programs such as vacation, leave of absence (FMLA) etc.
- Investigates Workman's Comp accidents and prepares reports for insurance carrier.
- Conducts wage surveys within labor market to determine competitive wage rates and grades
- Create, maintain crucial deadline reporting such as Manpower, KPI, weekly, monthly, quarterly, yearly, departmental budgets, administration reporting
- Plans, implements, communicates and monitors safety policies and procedures in compliance with local, state and federal OSHA rules and regulations
- Establish and manage a structure to control environment
- Experience in ISO 14001 and as a Lead Auditor
- Provide internal administration support
- Create, maintain, and organize all HR records, invoicing all benefits and auditing
- Provide assistance to TSS support team members
- Responsible for attendance records including the issuance of disciplinary actions and or terminations

### **BUSINESS RELATIONSHIPS**

Reports to the President

All Internal Departments

External recruiting outlets, benefits vendors, attorneys, insurance companies, and customers

### **SUPERVISORY RESPONSIBILITIES:**

Human Resource Staff along with EHS Specialist

### **EXPERIENCE AND SKILL REQUIREMENTS**

Excellent leadership skills and experience coaching others to be even more effective

Demonstrated results with HR best practices in a business environment

Skilled in all levels of the leadership pipeline up to and including manager(s)

Strong business acumen and budget management experience

Excellent associate relations skills, communication and problem solving abilities

Strong ethics, integrity and sound logical judgment

Strategic thinker with proven ability to drive continuous improvement and results

Knowledge and familiarity of Japanese manufacturing processes and techniques

Automotive industry experience is a plus

### **EDUCATION REQUIREMENTS**



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Minimum of 10 years of progressive and relevant HR management experience  
Bachelor's degree (B.A.) from an accredited four-year college or university  
Minimum of PHR certification

### QUALIFICATIONS AND SKILLS

Proficiency in Microsoft Office (specifically PowerPoint, Word, Excel, Outlook)  
Ability to navigate ADP, PayEX, EZ-Labor  
Ability to Reconcile Reports  
Ability to communicate verbally, written, with speaking abilities and conducting presentations at all levels of management.

### PHYSICAL REQUIREMENTS

Ability to lift up to 20 lbs.  
Moderate physical effort is required to move in-house products and/or purchased products  
Upper noise levels  
Manufacturing areas; safety glasses, steel toe shoes, and hat are required.

<b>Approved By:</b>		<b>Approval Date:</b>	
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