**Human Resources Director**

**POSITION SPECIFICS**

**Reports To:** President

**FLSA Status:** Exempt

**ROLE**

**SUMMARY**

Develops, executes and implements policies and manages human resources activities, such as employment, compensation, associate relations, benefits, training, and associate services for the manufacturing facilities and manages programs and deliverables across the network. Partners with managers in the implementation and development of effective personnel policies, develops training programs, and other shared services. Serves as liaison between management and employees and consults and counsels company leadership on Training, Associate Engagement and processes and procedures. Creates best in class training, rewards and recognition and other shared services and programs as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

HR Administration

* Prepare budget of manufacturing plant human resources department and partners with the VP of Finance on training and rewards and recognition as well as benefits.
* Administers plant performance review program to ensure effectiveness, compliance, and equity within organization.
* Creates best-in-class training programs for leadership development and advises and creates network wide reward and recognition program.
* Administers plant compensation program to ensure compliance and equity within organization.
* Oversees plant and training department recruiting, testing, and selection process to fill vacant positions
* Develop and maintain the human resources information system that meets top management information needs.
* Develop and maintain and update best in class training program for associate development including, leadership, technical and mentoring programs.
* Contract with outside suppliers to provide associate services, such as temporary employees.
* Administer benefits such as life, health, and dental insurance, 401(k), vacation, leave of absence, etc.

Training

* Plan, create, and develop best in class training program for all levels of the organization.
* Create, develop and implement a University Relations program for internships across the network.
* Develop and guide a best-in-class technical and safety training for the network.

Associate Relations

* Plan and conduct new associate orientation to foster positive attitude toward Company goals.
* Advise management in appropriate resolution of associate relations issues.
* Prepare associate separation notices and related documentation.
* Respond to associate concerns and issues as appropriate.

Policy Implementation

* Provide support and coaching to supervisors and management in the implementation of HR polices.
* Communicate with all levels of management regarding human resources policies and practices, equal employment opportunities, compensation, and associate benefits.
* Respond to inquiries regarding policies, procedures, and programs.

Reward and Recognition

* Develop and coordinate network reward and recognition program for line level associates.
* Create strategy for associate engagement and mid-level associate retention objectives.
* Counsel leadership on associate engagement strategies.
* Create service award program to recognize associate tenure.
* Develop benefit program that aligns with best in class companies incorporating wellness.

Compliance

* Coordinate management training in interviewing, hiring, terminations, promotions, performance review, safety, and harassment.
* Identify legal requirements and government reporting regulations affecting human resources functions and ensure policies, procedures, and reporting are in compliance.

Safety

* Investigate accidents and prepare reports for insurance carrier.
* Coordinate and actively participate in Safety Committee meetings.
* Perform all appropriate OSHA reporting requirements.

Other duties as assigned

Regular and predictable attendance is an essential function of this position.

**SUPERVISORY RESPONSIBILITIES**

Supervises the plant Human Resources team including the Human Resource Manager,and others as assigned.

**QUALIFICATIONS**

**EDUCATION and EXPERIENCE**

Bachelor's Degree (B.A.) from four-year college or university, five years related experience and/or training in Administration and Human Resources; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES AND REGISTRATIONS**

There are no certificates, licenses or registrations required.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

* Good communication skills with all levels of employees.
* Competent with MS Office Suite (Word, Excel, Outlook).
* Detail oriented.
* Good listener.
* Able to negotiate with employees on difficult situations.
* Ability to appropriately handle sensitive and confidential matters.
* Good organizational skills.
* Team player.