



RAR 201124

## **Human Resources Manager**

The Human Resources Manager is responsible for the administration of associate benefits, safety and training plans, employee engagement and other related practices and procedures. They will provide support to all associates and the local management team(s) to ensure compliance with all applicable government regulations laws and company policies.

The Human Resources Manager adds value to the organization by supporting and enabling the execution of strategies through the building organizational capability by attracting and retaining top talent and developing successful employees. They oversee the recruiting, interviewing, and hiring of new staff; consult with senior leadership on strategic planning; and serve as a link between an organization's management and its employees.

This position reports to the Vice President of Human Resources.

### **Location:**

Position is located in the West Central Pennsylvania area.

### **Position Duties & Responsibilities:**

- Oversees employee relations and engagement at the facility.
- Works with the Safety Manager to manage safety related issues including training, claims management, corrective action, first-aid, safety committee, and regulatory compliance.
- Facilitates the Performance Management process, including all talent management and goal setting, with both hourly and salary positions.
- Facilitates recruitment and staffing of all resource needs.
- Oversees benefits planning including enrollment, changes, questions, etc.
- Prepares and implements strategic goals (i.e. Talent Development, Recognition programs, Software implementation projects, and Process Improvement initiatives.)
- Participates with staff in creation of the Annual Operating Plan.
- Recommends Annual benefit changes and organizes annual open enrollment at each facility.
- Onboard new employees to the company.
- Completes and responds to external and internal requests for information.
- Recommend and determine suitable salaries and remuneration.
- Provide the necessary support systems for payroll requirements.
- Develop adequate induction and training.
- Support employee opportunities for professional development.



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- Manage succession planning.
- Perform other duties as assigned by immediate supervisor or upper management.

**Desired Skills and Characteristics:**

- Job Knowledge/ Business Acumen
- Organizational Ownership / Values Alignment
- Systematic / Critical Thinking
- Initiative
- Relationship Management
- Results Orientation
- Adaptability
- Coaching and Developing People
- Project Management
- Ability to meet deadlines

**Education & Qualifications:**

- Bachelor's Degree plus minimum of 5 years of experience in the Human Resources field, or equivalent experience
- Minimum 3 years of exempt level Human Resources Generalist experience
- Manufacturing experience
- Knowledge of various labor laws and laws relating to benefits
- Proficiency at an expert level in Microsoft Office including, but not limited to, Word, PowerPoint, Excel and Outlook.
- HRIS/HCM HR systems experience