

# Manager, Human Resources



## POSITION OVERVIEW

The Manager, Human Resources is responsible for planning, developing, implementing and administering all Human Resources functions, policies, procedures and programs in support of the organization's business strategies and operating plans.

## ORGANIZATIONAL CONTEXT

Reports To: President

Department: Human Resources

Interacts With These Departments: Assembly, Controls Engr, Electrical Engr, Fabrication, Management, Mechanical Engr, Office

## RESPONSIBILITIES & DUTIES

### Primary:

- Establishes, implements and oversees recruitment and selection policies and practices. Collaborates with the leadership team to identify skills needed in the organization and to determine staffing requirements.
- Communicates, coaches and counsels employees and managers to ensure compliance with all areas of employment law and Company policies and procedures.
- Trains, assists and supports supervisors and managers in completion of employee performance evaluations and development plans.
- Designs, implements and directs the organization's wage and salary programs, pay policies and performance appraisal process.
- Implements employee benefit programs and oversees open enrollments. Interfaces with Payroll on employee changes and payroll/benefits administration issues.
- Responsible for employee relations including counseling employees, conducting fact finding meetings, feedback solicitation and employee surveys and terminations.
- Develops, promotes and facilitates the organization's communication process so all employees understand and are aligned to Company vision and strategy.
- Interprets policies for employees and managers ensuring consistent application and execution.
- Serves as a strategic business partner and member of the leadership team providing counsel and perspective on all Human Resources issues.

### Other:

- May assess the organization's training and development needs; may design and/or administer programs to address employee training through internal and external resources.
- May administer programs and initiate policies to comply with safety legislation and industry practices.

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## QUALIFICATIONS

Required:

- Bachelor's degree in Human Resources Management or a related field, or equivalent experience.
- 5 years' experience in HR management.
- Experience in all facets of the HR function including employee relations, compensation, benefits, organizational development and training, internal consulting and coaching, and regulatory compliance.
- Ability to influence others, including the leadership team via strong relationships, negotiation and analytical skills.
- Good presentation skills and the ability to communicate professionally.
- Demonstrated knowledge of employment law.
- Excellent verbal and written communication skills.

Preferred:

- Detailed knowledge of business law.
- HR generalist experience in a manufacturing/production environment.

## CRITICAL SUCCESS FACTORS

• Communication	Presents thoughts and information clearly and concisely to ensure understanding
• Continuous Learning	Pursues knowledge and skills necessary to enhance job performance
• Emotional Control	The ability to maintain a rational and objective demeanor when faced with stressful or emotional situations
• Empathetic Outlook	The ability to perceive and understand the feelings and attitudes of others; to view a situation from their perspective
• Forward-Thinking	Considers long-term as well as short-term outcomes
• Influence	Conveys ideas in a persuasive manner gaining support and commitment from others
• Integrity	Demonstrates a consistency of actions, values, methods and outcomes governed by a code of ethics
• Initiative	Identifies opportunities/challenges and takes appropriate action
• Negotiation	Explores positions and alternatives to reach outcomes that gain acceptance for all
• Org Commitment	Acts to support the achievement of Company mission and objectives
• Relational Sense	Demonstrates and ability to get along with others while getting the job done
• Technical Expertise	Applies specialized knowledge, skills and judgment to realize work goals

## ***Manager, Human Resources***

Salary range will be in the \$55K~\$90K range depending upon experience.  
Candidates should reach out for questions and to show interest at the email address and phone number listed below.

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