

<b>CARDINAL</b> Glass Industries	<b>Human Resources Manager</b>	HRIG
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<b>Department:</b>	Human Resources - Plant	<b>Reports To:</b>	Plant Manager
<b>Status:</b>	Full Time, Salaried, Exempt	<b>Date Last Revised:</b>	May 2021

#### **POSITION SUMMARY:**

This position is responsible for developing and executing strategic and tactical human resources in support of the overall strategic direction of the organization, specifically in the areas of workforce planning, talent acquisition and management, employee relations, training and development, compensation and benefits, compliance, coaching and guidance to leadership in respect to the human resource function.

#### **ESSENTIAL FUNTIONS**

Provide overall leadership and guidance to the HR function by overseeing talent acquisition, performance development, retention, training, compensation and benefits, employee relations and compliance.

Establish and implement HR best practices that effectively communicate and support Cardinal IG-Hood River's mission, values, and strategic vision.

Essential member of the strategic leader team to provide HR guidance and best practices that supports the overall strategy and objectives of the organization.

Partners with all levels of management to develop and drive plans that optimize talent, structure, process, and culture. Major initiatives include performance management, employee development, and compensation planning and HR project management.

Responsible for implementation, measurement, and review of key human resources processes and ensuring that these processes are communicated and administered consistently across all departments.

Provides guidance and coaching to leadership through challenging human resource related issues to include employee relations; employee development; conflict resolution; and disciplinary issues.

Provides guidance, counseling, and resolution to employees on a variety of HR issues and policies.

Collaborate with all leaders to develop processes that engage and inspire employees at all levels.

Ensures compliance with all Federal, State, and local employment laws and regulations. Responsible for updating the Employee Handbook as required.

Develops and delivers training and education to leadership as it relates to human resources policies, procedures, and practices of the organization.

#### **Additional Responsibilities**

- Actively participates with leadership in HRIG Safety Program. Responsible for leading assigned safety programs as identified.
- Researches, recommends, and initiates human resource process improvements, programs and/or projects.
- Performs other related duties, as required.

### **Supervisory Responsibilities**

- Directly responsible for HR team to include HR Coordinator and Recruitment Coordinator, and indirectly responsible for Training Coordinators across all shifts.

### **Education & Experience**

- Bachelor's degree in business administration or related field; or equivalent combination of education and experience.
- Five to seven years' experience in human resources with at least two of those years in a leadership role and supervisory experience required. Experience in a manufacturing environment preferred.
- Experience with employee relations, performance management, and a sound knowledge of employment law and other government compliance regulations required.

### **Certification & Licenses**

- Certification as a Senior Certified Professional (SHRM-SCP or SPHR) or Certified Professional (SHRM-CP or PHR).

### **Knowledge, Skills & Abilities**

- Demonstrated advanced knowledge and understanding of all key human resource functional areas.
- Ability to make recommendations to effectively resolve problems or issues by using judgement that is consistent with standards, practices, policies, procedures, and compliance regulations.
- Requires problem solving, critical thinking, collaboration, coaching, influencing, and facilitation skills.
- Excellent relationship management skills with proven success in interacting effectively with all levels of the organization, both internally and externally.
- Ability to work under pressure, including proven ability to manage multiple projects and meet deadlines.
- Ability to build trust with employees and management.
- Effective communications skills, both written and oral.
- Ability to work with diverse individuals.
- Ability to prioritize daily workload, demonstrate flexible, logical, and reflective behavior.
- Ability to maintain a positive attitude in stressful situations.
- Ability to work independently and as part of a team.
- Must handle confidential information in an ethical and professional manner.
- Excellent analytical ability to work out problems, proactively identify trends and implement solutions.
- Effective attention to detail and a high degree of accuracy.
- Advanced proficiency with MS Office 365, and HRIS system, preferably UKG.
- Ability to operate general office equipment including, but not limited to, personal computer, fax machine, copier, and scanner.
- Bilingual in English/Spanish preferred.

### **Work Environment**

- This position is performed in a professional office environment. Time to be out on the production floor is essential to building relationships with production employees (approximately 10-20% of time).
- This position is full-time during the normal work day, but will require flexibility to meet varied shift hours of a 3-shift operation. Some weekend work may be required. Must have open availability any day of the week.
- This position occasionally requires travel up to approximately 5%.