

Manager, Human Resources

Under the direction of the Director/VP of HR, the Manager, Human Resources is responsible for associate relations, high-performance team support, and adherence to company policies and procedures. Must be able to align with the shared services and functions of OD Training, Talent Acquisition, Benefits, Compensation, and Payroll. This company is in significant growth mode and undergoing a number of change management initiatives. The Manager will be most successful by aligning themselves as a strategic business partner to the operations leadership at the manufacturing facility.

- Advise management in areas of employment law, policies, and regulations
- Serve as the HR contact for employees for compensation, payroll, insurance, immigration status, employment verifications, workers compensation, and various other personnel issues
- Recruit, interview, track, and hire candidates for exempt and nonexempt positions
- Drive change leadership and organizational development action plans to support creation, implementation, improvement, and sustainment of the company's operational excellence (OE) operating system
- Partner with Plant Manager and Operational Excellence Leader in executing the road map for OE implementation and guide site leadership teams in effectively managing change
- Comply with company policies and procedures and maintain regular work attendance
- Conduct investigations and appropriately document complaints regarding employment practices
- Perform other duties as assigned
- Strong knowledge of government regulations related to employment, such as FLSA, EEOC, ADA, and FMLA
- Minimum 7 years of Human Resources Generalist experience
- Excellent knowledge and command of Microsoft Office suite (Word, Excel, PowerPoint, etc.)
- Experience with Six Sigma or Lean manufacturing
- High level of organizational skills and good written and oral communication skills
- Ability to work independently and meet deadlines
- Must be able to multitask and follow up when responses are needed
- Must be able to respond to verbal and written instructions

Bachelor's degree in Human Resources or a related field

Must be bilingual in English/Spanish

As a condition of employment, the person we choose must be prepared to work irregular schedules that from time to time may include weekends, as the operations involved are inherently of a 24/7 nature.