

Manager, Human Resources

Under the direction of the Director/VP of HR, the Manager, Human Resources is responsible for a associate relations, high performance team support, and ensuring adherence to company's 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 non-exempt 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 Operation Excellence Leader in executing the road map for OE implementation and guide site leadership teams in effectively managing change
- Complies with company policies and procedures and maintains regular work attendance
- Conduct investigations and appropriately document complaints regarding employment practices
- Performs other duties as assigned
- Strong knowledge of government regulations related to employment such as FLSA, EEOC, ADA, FMLA, etc...
- Minimum of 7 years Human Resources Generalist experience
- Excellent knowledge and command of MS Office Suite (Word, Excel, Power Point, etc...)
- Experience with Six Sigma or Lean Manufacturing

- High level of organizational skills, good written and oral communication skills
- Ability to work independently and meet deadlines
- Must be able to multi-task 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.