



HUMAN RESOURCES MANAGER

COMPANY/INDUSTRY: Confidential/Manufacturing

Location: Winamac, Indiana

Posting Date: January 4, 2023

The Human Resources Manager position is responsible for the overall management and implementation of his/her designated mill's Human Resources Policies, Procedures, Guidelines and Tools. S/he will work with the Vice President of Human Resources to ensure that organizational HR policies and procedures are adapted to the specific context of each response, adequate and known to staff. The HR Manager will conduct training on site for employees and facilitate development and implementation of appropriate HR management responses including plans and Standard Operating Procedures that fits the company's policy and standards. S/he will provide expert HR advice to all levels of the facility's staff.

The HR Manager, is responsible for leading the overall HR functions including site workforce planning, site recruitment, staff administration management, verifying payroll, etc. for his/her designated mill. S/he will also be encouraged to participate in other departmental activities, including team meetings, continuing education activities, annual conferences, and research activities.

WHAT YOU'LL BE DOING:

1. Set up the HR department and provide management oversight and leadership.
2. Partner with Mill Leadership and VP of HR to create and implement the strategy for the Mills' program which is in line with the organizations, regional, and global goals, and objectives.
3. Develop and implement a manpower planning helping the new/existing program to have the needed staff with the right competence on time.
4. Devise and implement metrics as and when needed.
5. Complies with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA), and so forth. Maintains minimal company exposure to lawsuits.
6. Protects the interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations.
7. Oversee full-cycle recruitment process and directly recruit below GM or Plant Manager level positions; Employ traditional sourcing strategies, actively network, and employ innovative, creative recruiting methods to hire the best talent.
8. Facilitate and coordinate recruitment and selection process according to company policies and procedures; set in place the recruitment team as appropriate.
9. Coordinate recruitment and orientations/transition of both new/ transferring staff.
10. Review and approve job position requests, job descriptions, and make recommendations, ensuring accuracy and consistency
11. Assists in implementing the company-wide process of organization development that addresses issues such as succession planning, superior workforce development, key employee retention, organization design, and change management.
12. Monitor the organization's culture so that it supports the attainment of the company's goals and promotes employee satisfaction.
13. Act as an impartial mediator in disciplinary procedures and ensure it is administered in an equitable and fair manner and meets all legal and labor regulations and requirements. Advise supervisors in determining appropriate disciplinary plans of action.

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14. On an as needed basis liaise with the corporate HR team on legal issues, sometimes working directly with legal counsel on HR issues that requires legal interpretations.
15. Manage, train, mentor HR team; create detailed plan to build capacity for every HR staff, including performance objectives, recruitment, and commitment to development.
16. Lead the performance management process including creating a plan to manage annual reviews, conduct training on goal setting, utilize budgets to organize development activities and work one-on-one with managers and employees.
17. Lead Talent Management below staff level, ensuring all IDP's are in place and being administered properly and sending proper documentation to Corp VP of HR. Supporting Plant Managers in the Talent Review process below staff level.
18. Maintain all HR policies while ensuring compliance to all governmental requirements and regulations. Develop new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
19. Maintains the departmental budget.
20. Develop and maintain productive working relationships with all team members.
21. Attends all prerequisite training as required.
22. Has the authority to stop process to correct quality, safety, or environmental problems, and to promptly notify supervisory personnel when processes are non-compliant.
23. Update organizational changes as it arises (Org Chart)

BASIC QUALIFICATIONS:*

- Human Resource management experience in a manufacturing environment
- At least 5 years' experience as an HR Manager
- Experience with Lean/Six Sigma

* This is an onsite role and requires that the incumbent be located in Winamac, Indiana.

PREFERRED QUALIFICATIONS:

Experience working with a union

COMPETENCIES/DESIRED CHARACTERISTICS

- **Analysis Skills:** Exhibits a probing mind. Achieves penetrating insights.
- **Coaching and Training:** Actively and successfully trains and coaches people for current assignments and develops them for promotion into positions in which they succeed.
- **Communication II:** Adept at running meetings, keeps meetings on track with objectives, is specific in requests and timelines, successful in achieving meeting results, thorough follow up/follow through.
- **Creativity:** Generates new (creative) approaches to problems or original modifications (innovations) to established approaches.
- **Customer Focus:** Involves customers and seeks best resource before moving forward with key decisions; follows through on promises made to internal/external customer.
- **Goal Setting:** Consistently meets goals as a result of attention and delegation of tasks.
- **Judgement and Decision Making:** Achieves balance between quick decisiveness and slower, more thorough approaches, i.e., is neither indecisive nor a hip-shooter.
- **Likability:** Builds and maintains trusting relationships with all constituencies (associates, customers, community, professional organizations).
- **Professional:** Creates favorable impression through personal appearance, clean workspace and appropriate body language.
- **Tenacity:** Demonstrates consistent striving to achieve results regardless of roadblocks, generates new and creative approaches to problems.
- **Visionary:** Easily identifies problems, gathers data, and seeks alternatives through research and interaction with others, demonstrates effective use of resources (time, money, people, equipment, etc.)

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WHAT YOU'LL GET:

Competitive Salary

Bonus Eligibility

Medical, Dental and Vision, HSA, FSA

Paid Time Off & Holidays

401k Matching, Life Insurance, STD/LTD

Tuition reimbursement

Wellness Program / Lifestyle Rewards / Employee Assistance Program

Relocation Assistance