

Overview

3/6/2018

We are seeking an experienced Human Resource Support to work with all aspects of Human Resources including but not limited to staffing, employee relations, compensation and benefits, performance and talent management, training and development, payroll and compliance.

Responsibilities

- Support managers on fair and consistent application of all policies and procedures regarding employee employment, performance, development, evaluation and discipline.
- Provide guidance and recommendations to management or employees on all aspects of confidential employee-related issues including progressive discipline, conducts investigations, manage ADA/FMLA related issues.
- Responsible for delivering company communications strategy and related activities that drive engagement activities, throughout the organization.
- Oversee all human resource policies, procedures and initiatives in compliance with all laws and regulations.
- Define and build the organization's capabilities by identifying the current talent needs and assist managers with proactive development of the next generation talent pool.
- Develop and monitor Human Resource metrics to align with business goals.
- Responsible for the selection/hiring/orientation/onboarding process.
- Prepare for and support labor negotiations.

Qualifications

- Results and metrics driven with the ability to work in a union manufacturing environment.
- Ability to understand organizational strategy while advancing operational goals. This includes having a good understanding of business principles and practices and the ability to apply them.
- Ability to coach, motivate, communicate and lead continuous improvement with bottom line result.
- Demonstrated knowledge of federal and state laws, regulations, principles and practices related to employee conduct, performance and dispute resolution to protect the business from potential liabilities.
- Experience with planning and executing the administrative side of HR and data management software.
- Excellent analytical, written and oral communication skills.
- Proven success in talent management and building competencies/ capabilities at all levels of the organization.
- Working knowledge of federal laws including employment and labor laws and success with developing core HR policies around both labor and employee relations.
- Must have experience in Union Environment and Contract Negotiations.
- BS/BA degree in Human Resource Management or related field. SPHR Certification preferred.
- 5 to 7 years of Human Resource generalist experience in a demanding manufacturing environment.