**POSITION/TITLE:** Human Resource & Safety Manager

**DEPARTMENT:** Human Resources

**JOB STATUS:** Exempt

The Human Resource & Safety Manager is directly responsible for the overall administration, coordination and evaluation of the human resource function.

**DUTIES/RESPONSIBILITIES:**

* Develop the Human Resources & Safety department to help create a high performance and team oriented organization
* Implement and ensure the HRS and environmental practices are in compliance with local and country laws and regulations, and any other legal requirements
* Managing the development and the administration of the HRS policies, procedures and programs, including compensation, safety, and environmental programs
* Develop and maintain the employee handbook, including monitoring and reporting the performance against the procedures and policies
* Coordinating the recruiting and staffing logistics for all exempt, non-exempt, intern, and temporary positions, including job descriptions, employee orientation, development, and training/continuing education
* Develop and maintain the performance evaluation program and revise as necessary
* Facilitating the p[erformance management](http://humanresources.about.com/od/glossaryp/g/perform_mgmt.htm) and improvement systems
* Ensuring compliance to regulatory concerns and reporting
* Facilitating employee relations and managing the Company employee [communication](http://humanresources.about.com/od/glossaryc/qt/communication-in-the-workplace.htm)
* Performs benefits administration to include claims resolution, change reporting, approving invoices for payment, and annual re-evaluation of policies for cost-effectiveness
* Performs employee relations counseling, voluntary resignations, terminations, and exit interviewing
* Establishes and maintains department records and reports
* Oversees community partnerships with schools and local trade memberships to foster good community citizenship
* Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed
* Designated Environmental and Health Representative
* Proxy for office administration
* Other duties as assigned by the General Manager

**REQUIREMENTS:**

* A bachelor’s degree in Human Resources or other business related field
* 3-5 years of human resource experience required; experience in manufacturing environment preferred
* Industry certification preferred (SHRM or HRCI)
* Comfortable working with OSHA and Environmental guidelines and regulations
* Proficient in Microsoft Office
* While performing the duties of this job, the employee is regularly required to stand and sit
* Applicants chosen for employment will be required to submit to a criminal background check and drug screening

Send resumes to Kim Peters, Sodecia Corporate Recruiter, at [kpeters@us.sodecia.com](mailto:kpeters@us.sodecia.com).