|  |  |  |  |
| --- | --- | --- | --- |
| TITLE: | Manager, Human Resources Plant | GROUP TITLE: | HR Officer |
| DEPARTMENT: | Plant Operations / Human Resources | REPORTS TO: | Senior Manager, Human Resources and Labor Relations; FM: Manager, Plant |
| LOCATION: | Plant  | STATUS: | [x]  Exempt [ ]  Non-Exempt |
| **SUMMARY OF POSITION** |
| Provides general Human Resources support for the assigned plant. Assists the Plant Line Management in implementing established Human Resources policies, procedures, and practices to meet requirements supporting business needs of the plant site (~200 employees). Manages administration of HR policies and procedures, recruitment, performance management, employee relations, benefits open enrollment support, employee data integrity, recognition plans, health and security programs at the Plant. Ensures compliance of the organization’s practices with applicable employment legislation. Works with Line Managers to identify Human Resources issues/problems and provides counsel and support in finding solutions. Manages, motivates and assesses performance of plant staff. Responsible for all activities around the required support of the HRDB and ADP HR and payroll systems and ensures the timely and accurate delivery of payroll processes in a high-volume, fast-paced environment. Cooperates with Corporate HR (Organization & People Development) to align policies and procedures at the plant environment. Functionally reports to the Plant Manager.  |
| **ESSENTIAL FUNCTIONS** |
| * Oversee Plant HR operations and support Knauf Insulation North America policies and procedures
* Organize and supervise HR/personnel services to ensure that highly qualified personnel are recruited, developed and motivated to achieve business objectives
* Work within corporate strategies and policy; design, propose and implement HR strategies, guidelines and procedures within broad principles and policies set by the organization to meet requirements supporting short and long-term business needs
* Manage third-party vendors as appropriate, including temp agencies
* Ensure timely and accurate payroll processing
* Develop guidelines and procedures which assist Line Management in implementing HR policy on plant level, for example:
	+ - Health care benefits
		- Additional benefits (life insurance, salary continuance, etc.)
		- Training and scheduling
		- Hourly structure
		- Handling of temp agencies
* Ensure compliance of the organization’s practices with applicable employment legislation. Provide advice to managers and ensure uniform interpretation of employment laws. Secure professional legal support from internal or external legal counsel as required
* Conduct investigations; maintain records; represent Knauf at hearings
* Assist in the articulation of the values and culture of the organization and proposes HR management activities which support the organization’s culture
* Work with managers to identify Human Resources issues/problems and provides leadership and support in finding solutions. May recommend appropriate measures such as training, reassignment, transfer or out-placement
* Implement the performance planning and development process for hourly staff
* Develop and manage the plant orientation program for hourly staff and lower salaried positions
* Responsible for maintaining all HR records
* Represent Knauf in the local community
* Where applicable, maintain a union-free workforce
* Contribute to team efforts by accomplishing related results as needed
* Promote health, safety and well-being at all opportunities
* Responsible for Worker’s Compensation process at assigned plant level
	+ - Conduct accident investigations on site, causation analysis and corrective actions to prevent reoccurrence, as required
* Continually engage management to ensure desired safety behaviors are being demonstrated at all levels of the organization
 |
| POSITION REQUIREMENTS |
| **Education**: * Bachelor's Degree in Human Resources, Business Administration or related field

**Experience:*** Minimum five (5) years of experience in the field of Human Resources, preferably in an industrial manufacturing environment

**Knowledge, skills, abilities:*** Working knowledge in a union-free manufacturing environment highly preferred
* OSHA knowledge and knowledge in relevant legislation
* Project management skills
* Time management skills
* Follow-up skills
* Data entry skills
* Listening skills
* Negotiation skills
* Problem solving skills
* Effective public speaking and presentation skills
* Ability to lead and train others
* Ability to handle confidential information in a professional manner & limit discussion of such information
* Ability to multi-task in a fast paced environment
* Ability to partner with and support colleagues both internally and externally
* Ability to communicate effectively throughout the department
* Ability to make quick, thorough decisions
* Ability to take on multiple responsibilities and challenges with minimal supervision
* Computer skills in MS Windows environment; proficient with PowerPoint, Word and Excel
* Detail-oriented
* Customer-focused
* Proactive in identifying areas of opportunity
 |
| **ADDITIONAL INFORMATION** |
| **Tools/Equipment:** * Computer
* Phone

**Physical Demands:** * Must occasionally lift and/or move up to ten (10) pounds
* Regularly required to sit, stand, walk and reach with hands and arms

**Working Conditions:** * Moderate to loud noise level
* Regularly exposed to a fast-paced environment
* May be exposed to dusty conditions and varying temperatures when in the plant
 |

*Please send resume to Kimberly Carter at Chambers County Development Authority:*

**kcarter@chambersida.com**