

## JOB DESCRIPTION

**Position Title:** Human Resource Manager  
**Department:** Human Resources  
**Status:** Regular Full-time, Exempt  
**Reports To:** Business Operations Manager  
**Supervisory/Managerial Role:** Yes  
**Essential Personnel:** Yes

### Position Summary:

The Human Resources Manager is responsible for managing all human resources functions for our organization and is a single member department. The primary responsibilities of this position are recruitment, employee relations, compliance performance management, training and development, compensation and benefits, payroll, and policy development. This role requires a strong background in HR management within a manufacturing environment and the ability to effectively manage HR processes.

### Job Requirements:

- Bachelor's Degree (B.A.) in Human Resources or related field, preferred
- 5 years' experience in progressively responsible HR roles
- 3 years' experience in Human Resources management, preferred
- Demonstrated ability with administration of payroll, benefits and training and development programs
- Adept with performance and compensation management programs
- Experience with disciplinary process and investigations and employee relations consultation
- Experience with policy interpretation and applications and knowledge of
- Proficient in Microsoft Applications, Payroll (ADP WorkforceNOW),

### Knowledge, Skills, Abilities and Other Characteristics:

- Proven foundation and knowledge of principles and practice pertaining to multi-state employment and compliance requirements
- Strong interpersonal, negotiation, collaboration, and conflict resolution skills
- Proven knowledge of recruiting components: sourcing; qualifying; wage/salary trends
- Proven ability to effectively coach employees and management through complex and sensitive issues
- Ability to accomplish daily/weekly responsibilities in conjunction with developing and implementing projects to drive additional and ongoing improvements
- Ability to establish personal goals and work independently
- Ability to organize, multi-task and prioritize tasks
- Ability to navigate and use self-learning tools for software applications
- In depth understanding of HRIS and database management tools
- Ability to develop and deploy programs through digital mediums

### Key Responsibilities:

## JOB DESCRIPTION

- **Recruitment and Staffing:**
  - Manage the full-cycle recruitment process, including job postings, candidate screening, interviewing, and onboarding
  - Develop and implement effective recruitment strategies to attract and retain top talent
- **Employee Relations:**
  - Serve as primary point of contact for employee inquiries and concerns regarding policies, procedures and programs.
  - Handle employee grievances, conduct investigations, and resolve conflict.
  - Foster a positive and inclusive work environment.
- **Compliance:**
  - Ensure compliance with federal, state, and local labor laws and regulations.
  - Maintain accurate and up-to-date employee records and documentation.
  - Conduct regular audits to ensure compliance with company policies and legal requirements.
- **Performance Management:**
  - Oversee the performance appraisal process, including goal setting, performance reviews, and development plans.
  - Provide guidance and support to managers on performance management issues.
- **Training and Development:**
  - Identify training needs and develop training programs to enhance employee skills and knowledge.
  - Coordinate and facilitate training sessions and workshops
- **Compensation and Benefits:**
  - Administer employee compensation and benefits programs, including payroll processing
  - Conduct salary reviews and benchmark compensation practices against industry standards
- **Policy Development:**
  - Develop, implement, and enforce HR policies and procedures.
    - Continually review current policies and actively work toward improvements, aligning with business objectives
    - Maintain employee handbook and all internal documentation pertaining to Company policies and procedures
  - Communicate policy changes to employees and ensure understanding and compliance.
- **Safety and Health:**
  - Collaborate with the safety team to promote and maintain a safe working environment.
  - Participate in safety committee meetings and initiatives.
- **HR Metrics and Reporting:**
  - Track and analyze HR metrics to identify trends and areas for improvement.
  - Prepare and present reports on HR activities and performance to senior management.

### **Physical/Environmental:**

- Temperature controlled office environment, inclusive of ambient noise
- Must be able to sit at desk and operate computer for an extended period of time
- Must be able to speak to customers over the phone
- Must be able to move about office and warehouse

## JOB DESCRIPTION

- Must be able to focus on tasks without being distracted by competing ambient noise

Please send resumes to: Paula Newberry [pnewberry@brecoflex.com](mailto:pnewberry@brecoflex.com)