



JOB DESCRIPTION

Job Title: Human Resources (HR) Generalist Manager

Classification: Exempt

Department: Finance

Reports To: Chief Financial Officer

Date: 08/09/2018

Summary

This person should be fully capable of initiating and managing a new employee onboarding process and training program in a manufacturing environment. Previous experience in these functions is preferred.

The human resource manager is responsible for performing HR-related duties on a professional level and works closely with executive management and plant manager in supporting the corporate and Reedsville plant site. This position carries out responsibilities in the following functional areas: recruitment/employment, onboarding, training, performance management, benefits administration, employee relations, policy implementation, affirmative action and employment law compliance.

Company

Superior Fibers is located in Reedsville, West Virginia and has manufactured there since 1978. The company manufactures fiberglass for the filtration, daylighting and composites markets and exports globally.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Conducts recruitment effort for all exempt and nonexempt personnel, interns and temporary employees; conducts new-employee orientations; monitors career-pathing program; and writes and places advertisements. Keeps the facility properly staffed with well-trained people.
2. Administers various human resource plans and procedures for all organization personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual.

3. Participates in developing department goals, objectives and systems. Ensure Human Resources goals/objectives align with, and support, the Business goals/objectives in accordance with Superior Fibers' strategic vision.
4. Encourage HR engagement, interaction and communication with all levels of management. Develop and maintain positive, effective professional relationships with all levels of management as well as the employee base. Foster a customer service attitude within the department and develop metrics to measure success via employee/manager surveys etc.
5. Administers the compensation program; monitors the performance evaluation program and revises as necessary.
6. Performs benefits administration, including claims resolution, change reporting, approving invoices for payment and communicating benefits information to employees.
7. Develops and maintains affirmative action program; files EEO-1 report annually; and maintains other records, reports and logs to conform to EEO regulations. Continually monitor changes in the regulatory and legal landscape to insure compliance with federal/state regulations and employment laws.
8. Handles employee relations counseling, outplacement counseling and exit interviewing.
9. Participates in administrative staff meetings and attends other meetings and seminars.
10. Maintains company organization charts and the employee directory.
11. Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed.
12. Maintains human resource information system records and compiles reports from the database.
13. Maintains compliance with federal, state and local employment and benefits laws and regulations that adhere to legal requirements and align with business ethics.

Competencies

1. Communication.
2. Consultation.
3. Ethical Practice.
4. Global & Cultural Awareness.
5. HR Expertise.
6. Relationship Management.

Supervisory Responsibility

This position has no direct supervisory responsibilities, but does serve as a coach and mentor for other positions in the company.

Work Environment

This job operates in a professional office environment in an established manufacturing plant. This role routinely uses standard office equipment as well as eye and hearing protection in the plant.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to walk throughout the facility, to talk and hear. Specific vision abilities required by this job include close vision and ability to adjust focus. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

Travel

Little to no travel is expected for this position.

Required Education and Experience

A bachelor's degree and three to five years of HR experience, or a master's degree in HR management and two years of experience in the HR field, or seven years of experience in the HR field, or any similar combination of education and experience.

Preferred Education and Experience

1. Masters' degree in human resources or related field.
2. SHRM Certified Professional (SHRM-SCP) or SHRM Senior Certified Professional (SHRM-CP) credential.
3. Eight to 10 years of human resource experience.

Additional Eligibility Qualifications

SHRM-CP or SHRM-SCP certification or ability to obtain certification within 12 months of hire date.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Salary

Salary will be commensurate with experience.