

## Human Resources Manager JOB DESCRIPTION

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**Job Title:** Human Resources Manager

**Company:** Western Green

**Position Summary:** Performs Human Resources-related duties at the professional level and is responsible for all of the following functional areas: employment, training, employee relations, benefits, compensation, workers' compensation and many areas of safety. Reports directly to the president.

### **Key Duties and Responsibilities:**

- Partners with employees and management to communicate various Human Resources policies, procedures, laws, standards and government regulations. This position will ensure that policies and procedures are standardized across all business units.
- Conducts recruitment efforts for all exempt and non-exempt personnel, and temporary employees; conducts new-employee orientations; writes and places job advertisements; attends local job fairs; identifies and pursues alternative recruitment sources; and interviews and screens candidates for positions across all business units.
- Coordinates all employment hiring-related activities to include job offer letters and related documents; pre-employment screening tests; and new hire orientation.
- Assists employees as the primary point of contact with benefits-related questions or problem resolution as related to benefit issues. Communicates benefits-related information to employees. Coordinates/communicates benefit changes during Open Enrollment. Responsible for Open Enrollment.
- Position will work with benefit providers on annual renewal of all health insurance programs and analyze benefits provided to make sure that these programs are the right programs for employees and the company.
- Manages preparation of job descriptions and compensation programs.
- Manages and monitors employee performance evaluation program.
- Represents management in responding to employee relation issues such as employee complaints, harassment allegations, discrimination, etc.
- Administers the termination process to ensure that reasons are well documented and are not arbitrary or discriminatory.
- Represents the Company for any unemployment claims.
- Ensures site-wide compliance for all employment-related laws and regulations, to include OSHA and Workers' Compensation Reporting requirements. Maintains up-to-date legal compliance postings.
- Maintains compliance with federal and state regulations concerning employment.
- Maintains accurate and complete personnel records. Ensures that confidentiality and retention procedures are in compliance.
- Maintains FMLA compliance and communication and manages leaves of absence.
- Oversees Company's Safety Program and ensures that procedures are consistent across all business units. Travel to all locations to monitor and audit the program to make sure compliance with Company's policies.
- Responsible for preparing all of the documentation required for the external audits performed by the insurance company in relation to safety and workers compensation.
- Facilitates and/or provides training and safety programs to the workforce across all business units.

- Position will be responsible for reporting any accidents to the workers compensation insurance provider and responsible for monitoring and working with the insurance provider to close the claims as timely as possible.
- Attend external safety programs as required by insurance provider.
- Responsible for preparing and providing safety metrics to management and working with the Plant Manager of each business unit to enforce safety measures.
- Performs other related duties as required and assigned.

**Education/Qualifications:**

- Bachelor's degree in Human Resources (or equivalent) and 3 to 5 year's Generalist experience – or any appropriate combination of education and experience. PHR or SPHR certification preferred. Prefer experience in the manufacturing industry.
- Excellent verbal and written communication skills – the individual must speak clearly and persuasively in positive or negative situations, demonstrate group presentation skills and communicate with tact and diplomacy.
- Excellent organizational skills – the individual must have the ability to meet deadlines, accomplish work in order of priority; professionally maintain composure and effectiveness under pressure and changing conditions.
- Excellent interpersonal skills -- the individual must have the ability to resolve conflict and maintain constructive working relationships with people at all levels of the organization.
- Must display excellent leadership skills – the individual should inspire and motivate others to perform well.
- Judgement – the individual displays willingness to make decisions, exhibits sound and accurate judgement and makes timely decision.
- Computer proficiency using Microsoft Office (Word, Excel and PowerPoint) and Sage software.

**Salary:**

This position is located in Poseyville, Indiana. Travel will be required to Company's other locations and insurance compliance meetings. Pay is commensurate with skill set and experience. Western Green is an Equal Opportunity Employer offering competitive compensation and an excellent benefits package that includes medical, dental, vision and a 401(k) Plan. Western Green promotes and maintains a drug free workplace.

**To Apply:**

Email resume to [jobs@westernexcelsior.com](mailto:jobs@westernexcelsior.com)

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*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*