

# HUMAN RESOURCES MANAGER -- INDIANA

## JOB DESCRIPTION:

- Minimum of 5-7 years Human Resources experience or experience and education combined
- Minimum of 4 years experience in a manufacturing environment
- Minimum of 4 years safety experience in a manufacturing environment
- Ability to maintain confidentiality
- Strong verbal and written communication skills
- Proven leadership capabilities
- Advance User Microsoft Excel and Word User
- Ability to analyze problems and provide direction on how to solve them
- Bilingual (English/Spanish a plus)

## JOB REQUIREMENTS:

- Develop and administer Human Resources and Safety Department plans and procedures
- Develop Human Resources and Safety Department goals, objectives, and systems
- Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed
- Develop strategic recruiting and retention plan, including composing effective job advertisements
- Conducts recruitment effort for all exempt and nonexempt personnel, and temporary employees
- Develop job descriptions as necessary
- Monitor performance evaluation program
- Develop, recommend, and implement personnel policies and procedures; prepare and maintain handbook on policies and procedures
- Perform benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost effectiveness, information activities program, and cash flow
- Maintain personnel records, reports, and logs to conform to EEO, ERISA, IRS and OSHA regulations (State and Federal)
- Implement safety programs, which eliminate or control hazardous conditions resulting from human error, equipment and machine operations, which may lead to human injury and/or property damage
- Support and implement an effective safety program for reducing Worker's Compensation costs
- Manage and implement compensation programs
- Conduct new-employee orientations
- Monitor succession planning
- Perform employee relations counseling, outplacement counseling, and exit interviewing

**We offer an excellent benefits package including family medical/dental/life insurance, Flexible Spending Account, Tuition Reimbursement & 401(k).**

Please submit your resume to:

Flex-N-Gate  
Attn: Patrick J. Gannon  
502 E. Anthony Dr.  
Urbana, IL 61802-7347  
Fax: 217-255-5049

Email: [patrick.gannon@flex-n-gate.com](mailto:patrick.gannon@flex-n-gate.com)

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