

## POSITION DESCRIPTION: Plant Human Resources Manager

### COMPANY INFORMATION:

- Manufacturing company located in Paris, IL
- Full benefit package offered:
  - Health, Dental, Life and Disability Insurance
  - Retirement Program
  - Educational Assistance
  - Paid Vacation / holidays
  - Flexible Spending accounts for health care and dependent care expenses

YOUR ROLE WITH THE COMPANY: This position will oversee administering human resource policies in the plant including the recruitment of personnel, training, health and safety, compensation, and other activities needed to carry out the human resource strategies and programs. This position will report to the Plant General Manager and directly supervise all Plant Human Resources personnel.

### RESPONSIBILITIES:

- Supervises plant employment and placement operations.
- Administers employee welfare plans such as pension, life insurance, and sickness and accident benefit programs.
- Directs and coordinates the plant's safety program. Supervises health and safety services.
- Administers plant wage and salary policies. This may include compliance with governmental wage and hour regulations, participation in job evaluation and work measurement projects, and the conduct of local wage and benefits surveys.
- Conducts training programs and orientation sessions for new employees.
- Monitors employment laws to assure compliance with all current legislation.
- Directs the plant employee communications program and promotes community relations.
- Directs all employee relations activities including plant picnics, employee appreciation days, and activity committee functions.
- Represents the plant in worker's compensation and unemployment insurance matters.
- Provide counsel to Managers and Supervisors on policy and disciplinary matters to assure fair and consistent application and employee treatment.

### REQUIRED EXPERIENCE AND SKILLS:

- Bachelors Degree in a business-related field required, Masters Degree in Human Resources preferred
- PHR or SPHR certification
- 8+ years experience in Human Resources in a manufacturing setting including 5 years in a supervisory/management role
- Strong knowledge of PC-based software including word processing and spreadsheet applications.
- Excellent leadership skills and ability to relate well to all levels within the plant
- Must be self- motivated and driven
- Possess good communication and organization skills
- Ability to maintain a high level of confidentiality
- Union avoidance experience is a plus

If you are interested in this opportunity, please submit your resume to [tsmith@staffsolutions.biz](mailto:tsmith@staffsolutions.biz). Only candidates who most closely match the requirements will be contacted for an interview.

### Contact information:

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