

Human Resources Director

With over 130 years of manufacturing excellence, A. Rifkin Co. is the nation's leading provider of security bags thanks to outstanding customer service, exceptional quality, and dedicated employees. Our culture is focused on accountability, teamwork, respect, acceptance, and embracing every opportunity to learn something new. And, we are seeking a part time Human Resources Director to support our managers and employees.

Position Responsibilities:

- Develop and implement policies, programs and processes.
- Support the production operations and team members.
- Exempt and non-exempt recruiting, selection and orientation of new hires
- Complaint investigations and responses; conflict resolution and team building
- Compensation and benefits administration.
- Workforce planning and development
- Employee relations
- Manage time sensitive, confidential, and proprietary information with discretion and the utmost level of integrity and confidentiality
- Performance management.

Qualifications:

- BS Human Resources Management
- 5+ years progressive human resources experience
- Excellent communication and interpersonal skills.
- Manufacturing industry experience a plus.
- SHRM certified a plus

We offer a generous salary and benefits package which includes complete medical benefits, 401k, life and disability insurance.

Apply through Indeed or send resume to gkauffman@arifkin.com

Equal Opportunity Employer