

Bridon Bekaert is looking for a Human Resource Generalist for our Wilkes-Barre Plant.

Bridon American Corporation was incorporated in 1953 and is headquartered in Wilkes-Barre, Pennsylvania. The company manufactures high carbon, stainless steel, and other special alloy wire rope products for the general-purpose, surface, and underground mining industries. The company provides various wire rope products, including rotation resistant ropes, single layer ropes, and parallel closed ropes. Bridon's products are utilized across multiple industries, including communications, marine, fishing, material handling, lifting, mining, and oil and gas industries.

Bridon American Corporation is part of the Bekaert Corporation's family of companies. Bekaert is a world market and technology leader in steel wire transformation and coating technologies. The company's goal is to be the preferred supplier for our steel wire products and solutions by continuously delivering superior value to our customers worldwide. Bekaert (Euronext Brussels: BEKB) is a global company with almost 30,000 employees worldwide, headquarters in Belgium. We are the world's largest independent manufacturer of drawn steel wire products. The company is known as a supplier of steel cord products for tire reinforcement – 30% of all tires in the world are reinforced with our products. The company is also known for our proprietary Dramix® steel fibers, used to reinforce over five million cubic meters of concrete every year. Currently, the company has customers in over 120 countries and all markets and sectors

Purpose/Objective of the Position:

Position reports directly to the Human Resources Manager for Bridon-Bekaert. This position is intended to align corporate goals and objectives with employee requirements and needs in order to achieve optimum employee participation and corporate performance. This position provides counsel to management regarding human resource issues related to employment and discharge, compensation and benefits, labor/management. Functions such as recruiting, employee relations, compensation will be for the hourly Operations team.

Duties & Responsibilities: (*denotes essential functions)

1. Work with colleagues throughout BBRG to determine and deliver the Human Resources strategy and desired culture.*
2. Align corporate goals and objectives with employee requirements in order to achieve optimum employee participation and performance.*
 - a) Update and maintain policies and handbooks which clearly articulate corporate objectives.
 - b) Insure corporate structure and policy supports the “team work” concept, employee participation, and upward flow of communication and information.
 - c) Act as mediator/facilitator among management and between management and employees.
 - d) Provide counsel to senior management regarding alternatives which meet the corporation’s strategic plan and the Human Resource needs of employees.
3. Formulates and manage the Human Resource function: *
 - a) Develop and administer human resource policy and procedure for BBRG which meet corporate objectives:
 - i) Maintain human resource policies, procedures, forms and manual.
 - ii) Maintain handbooks for salaried and hourly employees.
 - b) Recruitment, selection, hiring and separation from BBRG.
 - i) Identify candidate characteristics required for vacant positions.
 - ii) Guide managers through the interviewing process and screening process.

- iii) Participate in interviewing process and recommend appropriate candidate(s).
- iv) Review pending discipline and counsel managers through the process.
- c) Job classification, performance evaluation and compensation for BBRG.
 - i) Identify and recommend appropriate compensation strategies to meet organizational goals.
 - ii) Administer performance evaluation system for BBRG.
 - iii) Coordinate the performance evaluation and salary review process.
- d) Employee relations for BBRG.
 - i) Responsible for day to day employee issues.
 - ii) Investigate and resolve employee complaints.
 - iii) Prepare company position and give testimony regarding litigation related to employment (i.e.) discrimination charges, etc., and counsel management on such matters.
 - iv) Provide support in union negotiations.
- e) Company Education and Training for BBRG.
 - i) Identify training requirements for BBRG.
 - ii) Seek out training sources for programs requested by managers.
 - iii) Conduct or coordinate specific training sessions.
- f) Talent Management and Succession Planning
 - i) Coordinate the annual assessment of potential process
 - ii) Coordinate the annual succession planning process
- g) Safety & Health
 - i) Resolve worker injury claims and return employee to duty.
 - ii) Manage the workers compensation program.
- 4. Maintain Personnel Records and Files for BBRG.
- 5. Make necessary governmental filings related to benefits and human resource functions.
- 6. Perform other duties as assigned.

Qualification Requirements

Education: B.S. Business / HR or other related discipline.

Experience: A minimum of seven years experience in Human Resources (1-3 plant level/manufacturing experience). Experience in a union environment required.

Skill At: MS Office, Group dynamics/interpersonal behavior

Understanding interrelationship of functions within an organization (systems)

Benefits planning, implementations and administrations.

Legal/Employment issues (defense and presentation)

Effective written and oral communications.

Labor Relations, and Contract Negotiations and NLRB and Arbitration Processes

Knowledge of: HR related laws.

Travel: Incumbent required to travel periodically as needed.

Physical Environment: Mainly sedentary office setting.

Please email christine.sompel@bridon-bekaert.com to apply