

JOB SUMMARY:

This role is not an entry level position.

Responsible for the administration of talent acquisition initiatives, succession planning, performance management, employee relations, Human Resources information System, and employee development across the organization.

PRINCIPAL FUNCTIONAL RESPONSIBILITIES:

- Manage and execute the full recruiting lifecycle for designated positions.
- Develop recruiting policies and processes that are aligned with business objectives and company goals.
- Develop competency models and corresponding behavioral interview guides for all salaried and hourly positions.
- Serve as subject matter expert for the administration of the applicant management system, establish key metric and run reports.
- Develop training materials and facilitate training sessions for various internal stakeholders.
- Attend campus recruiting initiatives for the facility.
- Manage and maintain relationships with external staffing agency vendors.
- Assist in the development of the company's employment brand and any supporting materials.
- Responsible for the coordination of logistics surrounding succession planning initiatives including development of materials, facilities, and scheduling.
- Support managers in the creation of metrics to help drive talent management initiatives.
- Assist in the development of employee and manager performance management training materials.
- Supports positive employee relations through direct employee contact with manufacturing employees.
- Coordinates/delivers new employee orientations.
- Administers, maintains, and communicates job bid process.
- Supports line management personnel in daily Kronos timekeeping entry and administration of company policies and employee discipline.
- Participates in projects and completes other duties, as assigned, to continuously improve the employment environment.

ESSENTIAL QUALIFICATIONS AND SKILLS:

- Bachelor's degree in business administration, human resources or related field; enrolled in a bachelor's or associate program with a minimum of a High School diploma or GED at least 2-3 years of human resources experience required and prefer in an manufacturing environment and talent acquisition expertise.
- Knowledge of federal and state employment laws including, but not limited to FLSA, FMLA, ADAAA, and EEOC.
- Knowledge of behavioral-based job interviewing.
- Intermediate proficiency with Microsoft Office Suite.

- Demonstrated successful ability to build positive relationships and partnerships within department and across the organization.
- Demonstrated successful ability to organize and prioritize work to ensure timely deadlines.
- Demonstrated successful capability to resolve conflict over sensitive or complex issues.
- Excellent problem-solving and analytical skills.
- Strong communication skills (both oral and written), project management skills, and decision-making skills.
- Ability to travel and to work diverse job schedules.
- Ability to work 10 hours a day.

PREFERRED QUALIFICATIONS AND SKILLS

- Pursuing or current PHR Certification.
- Prior ERP experience (PeopleSoft, Workday, and Kronos).
- Experience working in a fast-paced manufacturing facility.
- Exposure to Six Sigma and Lean methodologies.