



# IRIS USA, Inc.

## ***POSITION DESCRIPTION***

**Job Title:** Human Resources Manager  
**Department:** Human Resources  
**Reports To:** Vice President of Human Resources and Legal Affairs  
**FLSA Status:** Exempt  
**Prepared Date:**  
**Revised: January 14, 2020**

### **SUMMARY:**

Coordinates and implements facility-wide activities supporting Corporate-wide Human Resources strategic goals and objectives and ensuring compliance with Company policies. Supervise related personnel to ensure excellent employee experience and ; Ensure compliance with corporate-wide rules and regulations; Supports and coaches Company personnel in Company policies and procedures;; facilitates investigations and recommends corrective actions as needed; manages local recruiting of personnel; conducts employee new hire orientations; Supervises Human Resources related personnel;

### **Essential duties and responsibilities include the following:**

- Supervise facility Human Resources personnel to include: recruiting, hiring, training and development, evaluation, approving time off work, corrective action, and termination
- Responsible to develop, monitor and evaluate facility's Human Resources budget
- Coordinate and administer Human Resources activities in accordance with Company policies, procedures and programs as they relate to all facility employees, including recommending positive changes to work rules and practices that help to promote employee morale and productivity
- Facilitate facility's Workers Compensation reporting, case management, and assisting with providing a safe working environment for all employees
- Coordinate recruitment, hiring, and onboarding of applicants and employees
- Act as resource to Supervisors and Managers in all matters of employment regarding recruiting, hiring, training, conducting investigations, corrective action, and termination
- Create reports and provide recommendations for employee engagement and evaluation
- Assist all levels of employees with communication and training of training topics, evaluations, and development programs and procedures



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- Coordinate various facility employee events to include social events, health and wellness, safety and security, special events, etc.
- Assist corporate management with administering facility safety programs, reporting of facility property damage or injury and related investigations, customer and vendor audits, etc.
- Researching, analyzing, manipulating and summarizing data and other information
- Maintains accurate and up-to-date employee files in human resources system
- Contracts with outside suppliers to provide employee services
- Performs all duties of a similar nature or level to position

### **Qualifications:**

#### **Required Education and Experience:**

- A Bachelors' degree; or,
- Three to five years of Human Resources generalist experience

#### **Knowledge of:**

- Federal, state, and local laws, rules, and regulations surrounding employment and employee rights and responsibilities
- Leadership principles

#### **Skill in:**

- Use of computer, keyboard, mouse and operating software
- Microsoft Email, Access, Word, Excel, PowerPoint and Adobe Acrobat

#### **Ability to:**

- Exercise discretion, good judgment and sensitivity with all levels of employees
- Use excellent oral, written, presentation, analytical, and interpersonal skills
- Apply confidentiality and sensitivity to various employment matters
- Communicate effectively both verbally and in writing with various levels of employees
- Act with professionalism at all times
- Understand various perspectives and apply good judgement and discretion
- Act as an example to others in compliance with policy and procedures

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made



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to enable individuals with disabilities to perform the essential functions.

Activities will involve frequent sitting, walking and reach with hands and arms, required to use hands or fingers, handle or feel objects, tools, or controls. Using a computer, analyzing large amounts of data, communicating verbally and in writing. Occasionally incumbent must be able to lift product, office equipment or supplies less than 20 pounds.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The environment is generally office with low to moderate noise, but may encounter infrequent loud noise during in the plant.

### **Supervisory Approvals:**

_____	_____	_____
<b>1<sup>st</sup> Level Manager</b>	<b>Title</b>	<b>Date</b>
_____	_____	_____
<b>2<sup>nd</sup> Level Manager</b>	<b>Title</b>	<b>Date</b>

### **Human Resources:**

_____	<b><u>Director of HR &amp; Legal Affairs</u></b>	_____
<b>Signature</b>	<b>Title</b>	<b>Date</b>

The foregoing is intended to describe the general content of, and major requirements for, the performance of this position; it is not intended to be an exhaustive statement of duties, responsibilities or requirements.