

TRION INDUSTRIES, INC.

JOB DESCRIPTION

Job Title: Manager of Human Resources
Department: Human Resources
Reports to: President/Vice President of Operations
Payroll Classification: Exempt – Salary position (Executive Level)

Education/Experience: Bachelors Degree in Human Resources or business related field from an accredited college or university. Must possess 5 to 10+ years experience in a human resources position with at least 3 to 5 years in a supervisory/management capacity

Knowledge/Skills//Abilities:

- Knowledge of state and federal labor regulations
- Knowledge of standard Human Resource practices, policies and procedures
- Experience administering employee benefit plans and ability to interact with insurance companies, providers and employees on all benefit related issues
- Strong managerial and organizational skills with ability to multi-task
- Commitment for maintaining high level of confidentiality on all company related matters
- Excellent decision making, communication and interpersonal skills – possess a sense of urgency in all work-related capacities
- Interact as a team member and work well with other departments
- Coach and support all levels of management and staff on all human resource related issues
- Foster relationships with other businesses, HR professionals and community leaders
- Follow departmental procedures
- Utilize computer system, Internet, e-mail, and other office equipment

Essential Duties:

- Employee is responsible to perform, direct and oversee the job duties and all aspects of the Human Resource Department
- Employee is responsible to be part of Corporate planning and decision making as a member of the Trion Executive Team
- Employee is responsible to perform recruiting, interviewing, hiring and orientation for management, office and plant personnel. Also handles the coordination of temporary staffing for all departments
- Employee is responsible to oversee the entire benefit program for all employees, including insurance policy renewals, open enrollments, and monitoring and approvals of all monthly insurance bills
- Employee is responsible for administering the COBRA benefits election process
- Employee is responsible for supplying all new and updated employee information to Payroll for updates to the Optimum Payroll/HR system
- Employee is responsible for handling appropriate disciplinary actions, including termination and process any paperwork requirements
- Employee is responsible for handling paperwork required by the Unemployment Office and/or represent company at UC Hearings
- Employee is responsible to conduct in-house training or coordinate outside training as needed
- Employee is responsible to be available for employees and supervisors/managers for any employee needs and/or issues
- Employee is responsible to maintain accurate personnel files and provide documentation per federal requirements as well as any/all other confidential employee files for medical and leave purposes
- Employee is responsible to prepare and distribute probationary and annual performance appraisals
- Employee is responsible to update and maintain the Employee Handbook and related personnel forms
- Employee is responsible to administer and monitor the Family Medical Leave and short-term disability processes
- Knowledge of Workers' Compensation and Safety requirements
- Participate in company sponsored meetings and events
- Employee is responsible to coordinate and/or assist in various employee activities and programs
- Employee is required to follow and comply with Company safety policies and procedures

Other Duties:

- Employee is responsible to maintain their immediate work area, as well as common work areas
- Employee is responsible for any other assigned duties, as may be required

Devised: April 1999
Revised: Jan 2007
Revised: Nov 2018