



Human Resource Manager

Company: Privately-owned manufacturing company

Location: Genesee County, MI

Reporting to: Chief Financial Officer

Description:

Plans, implements and evaluates employee relations and HR policies, programs and procedures.

Responsibilities:

- Updates and maintain job descriptions and requirements for all positions.
- Establish recruiting, testing and interviewing procedures for candidate selection making recommendations as they relate to management, supervisors and department heads. Conducts and analyzes preliminary candidate interviews as well as performing and analyzing exit interviews with written reporting to management.
- Posts/publishes notice of job opportunities using the web, newspapers, or professional recruiters as directed by management.
- Conducts orientation and training for all new hires in preparation of work assignments. Obtains all completed paperwork required as condition of employment.
- Maintains, updates and distributes employee manuals upon hiring with signature acknowledgement from all employees to be kept on file permanently in accordance with records management standards.
- Monitors and evaluates employee performance. Initiates annual employee reviews acting as a liaison between management, department heads, supervisors and staff respecting the chain of authority as it relates to the organization and leadership in the corporate environment. Maintains confidentiality, objectivity and professionalism handling grievances, conflict resolution and personnel issues as they arise.
- Performs periodic pay surveys keeping current with industry needs and trends, keeping a current and historical file of pay structure, job performance goals and recommendations.

Contact:

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Human Resource Manager

- Monitors employee work results by coaching and training management and supervisors on best practices. Coach and counsel management on how to avoid potential litigation arising from ignorance of corporate policies regarding employee issues, failure to take or document necessary disciplinary action or usurping rights of supervisors, department heads in handling their direct reports. Schedule employee/management consultations, hear and resolve employee grievances with written documentation of events and action taken.
- Initiate and oversee structured safety program with all locations.
- Maintains all employee benefit programs as directed by management and educates eligible employees on all programs, choices and/or benefits available. Study and assess benefit trends, evaluate cost effectiveness, seek bids to remain competitive while providing the best affordable benefits on the market.
- Ensure legal compliance by monitoring and implementing state and federal labor requirements. Conduct investigations. Maintain records. Represent management and provide documents for hearings.
- Maintain historical documents in accordance with records management best practices. Develop an efficient document storage and retrieval system for all employment records.
- Prepare, update and maintain management guidelines recommending human resource policies and procedures.
- Maintain professional and technical knowledge by attending educational seminars, reviewing current publications.
- Contribute to the team effort by accomplishing goals and meeting company objectives. Support and oversight of company web site posting information pertinent to employee morale and necessary to communicate making information convenient and available to employees and management.

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Experience & Skills:

- Degree in Human Resources or related field – five years minimum experience.
- Exceptional written and verbal communication skills.
- Computer skills that include, but are not limited to: Microsoft Office, Excel, Power Point, Publisher.
- Experience in Compensation and Wage Structure, Benefits Administration, Communication Processes, Supports Diversity, Employment Laws, Laws Against Sexual Harassment, Hiring, Organization, Manufacturing background a plus.

Travel: Visits to plants to coordinate HR initiatives as needed

Salary Level: \$100,000 plus benefits

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