

Human Resources Manager

Classification: Exempt Supervisory Position: Yes
Reports To: Director, Human Resources Job Location: Molena, GA

Summary/Objective

The Human Resource Manager coordinates and performs activities for the overall administration and evaluation of HR plans and programs. Contributes to the financial goals of the organization through identification and management of risks associated with employment law.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assists in the development and implementation of personnel policies, procedures, department goals, objectives and systems.
2. Monitors the performance evaluation program, working with supervisors to timely participation and accurate documentation.
3. Performs benefits administration including change reporting, approving invoices for payment and communicating benefits information to employees.
4. Maintains affirmative action program by assisting with EEO-1 report annually, and producing other records, reports and logs to conform to EEO regulations.
5. Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees, handles new-employee orientation and monitors career-pathing programs.
6. Handles employee relations counseling, outplacement counseling and exit interviewing.
7. Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed.
8. Maintains human resource information system records and compiles reports from the database.
9. Maintains compliance with federal, state and local employment and benefits laws and regulations.

Competencies

1. HR Expertise.
2. Communication Skills.
3. Relationship Management.
4. Ethical Practice.
5. Global & Cultural Awareness.
6. Consultation.
7. Analysis and Evaluation.

Supervisory Responsibility

This position has direct supervisory responsibilities.

Work Environment

This job operates in a professional office or plant environment. This role routinely uses standard office equipment such as computers, phones and photocopiers.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk, sit, walk, stand, and hear. This is largely a sedentary role; however, employee may be required to reach with hands and arms, climb or balance, kneel and occasionally lift up to 20 lbs. Specific vision abilities required by this position include close vision, distance vision, and color vision.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. This position regularly requires long hours and frequent weekend work.

Travel

Little to no travel is expected for this position.

Required Education and Experience

1. Bachelor's Degree.
2. Minimum of 3 years of HR Experience.

Preferred Education and Experience

1. Master's Degree.
2. SHRM Certified Professional (SHRM-CP)

AAP/EEO Statement

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Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.