

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

TenCate Protective Fabrics provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including recruitment, selection, hiring, training, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and demotion.

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.