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**PURPOSE OF POSITION:** The Human Resource Manager will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organization's mission and talent strategy.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned as needed.

- Partners with the leadership team to understand and execute the organizations human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provides support and guidance to HR assistant, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manage the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Analyze trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Lead and direct the creation of training and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Develop employee engagement plan that includes activities designed to build and maintain the PMI/Employee relationship. Meet with employees, identify concerns, collaborate closely with work teams, and provide training to maintain employee engagement.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Lead the development and implementation of all internal communication and employee engagement strategies, programs and events to ensure initiatives are in line with the strategic priorities and with a focus on improving culture and creating a positive work environment for all employees. Develop channels of communication to ensure that employees have a voice that is listened to.

- Develop strong, trusting relationships with employees; recognize and celebrate strong individual and team performance. Work with employees to create motivating goals. Identify promising individuals ready for new opportunities and roles within the company.
- Performs other duties as assigned.

### **CORE COMPETENCIES: (Knowledge, skills, and abilities)**

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential function of this position.

1. Oral Communication—the individual speaks clearly and persuasively in positive or negative situations.
2. Written Communication—the individual edits work for spelling and grammar and is able to read and interpret written information.
3. Planning/Organizing—the individual prioritizes and plans work activities and uses time efficiently.
4. Quality—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
5. Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent changes, delays, or unexpected events.
6. Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
7. Safety and Security—the individual observes safety and security procedures and uses equipment and materials properly.
8. Detail Orientated – the individual must demonstrate the ability to create and review accurate documents.
9. Technical Capacity – advanced skills in MS Office.
10. Confidential and Ethical Conduct.

### **MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Required Education and Experience**

1. Bachelor's degree in Human Resources, Business Administration, or related field required.
2. Minimum of 3 years of human resource management experience preferred.
3. Minimum of 3 years recent, relevant experience in a manufacturing environment.

4. SHRM-CP or SHRM-SCP highly desired.
5. Strong understanding of manufacturing processes.

#### **PHYSICAL REQUIREMENTS:**

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 to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

#### **ENVIRONMENTAL ADAPTABILITY:**

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.

1. The noise level in the work environment is usually low to moderate.

*PMI is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, PMI will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*