



POSITION OPENING: Human Resources Manager

COMPANY LOCATION: Martinsville, VA

A. Position Summary

Plan, direct, and manage the human resource activities of the Martinsville, Virginia facility to maximize the strategic use of talent and the decisions related to the selection and development of talent, reward and recognition programs, policies/procedures and regulatory compliance.

B. Job Duties / Responsibilities

- Successful track record of decision making related to talent selection and development.
- Knowledge of employment law and the resources necessary to keep current with the changes in legislation.
- Determine and recommend employee relations practices necessary to establish a positive employer-employee relationship and to promote a high level of employee morale.
- Administer corporate wide programs such as recruitment, selection, compensation, tuition assistance, H1-B Visa, Leave Programs (such as FMLA, Military, STD), and relocations programs
- Administer and coordinate the Corporation's Affirmative Action plans, EEO-1 reporting and related activities.
- Participate or represent the company in legal hearings and mediations such as OFFCP, EEOC, etc.
- Oversee administration of benefits programs including life, medical, dental, optional insurances, FSA, Dependent Care, 401k, ESPP, Incentive Plan, PTO, and leaves of absence within the business unit.
- Manage performance review program for effectiveness, compliance, and equity within the business unit.
- Coordinate and design training and development efforts for employees.
- Develop, recommend, and support employee communications practices and systems to keep employees informed regarding important company information.
- Maintain business unit and corporate handbooks on policies and procedures; provide support to business unit personnel relating to site-specific and corporate policies and procedures.

C. Basic Qualifications / Requirements

- Bachelor's degree in Human Resource Management, Business Administration or appropriate equivalent combination of education, experience and training will be considered.
- Management experience in either HR or Labor Relations in a manufacturing organization, administering corporate wide initiatives is preferred.
- SAP Human Capital Management module desired
- Experience with EEO/AAP compliance and employment law required.
- Minimum of 5 years experience in HR Generalist or related leadership roles.
- PHR/SPHR certification is desirable.
- Ability to travel domestically as required for business needs.
- Experience in recruiting, and staffing a large new Company location

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