

**Position:** Human Resources Manager

**Company name:** Confidential- local Manufacture in Auburndale, FL

**Basic Function and Scope of Responsibility:**

The HR Manager performs advanced professional work advising management team leaders and team members on the application of employment, benefits and workers compensation laws and regulations and employment policies in the contexts of hiring, discipline, employment termination, training, compensation, benefits, leave, equal opportunity and other human resource issues. Has the overall responsibility for the HR function, including employee relations, compensation/ benefits administration, development, implementation, administration of organization's human resources programs and employment policies. Responsible for record keeping, workers compensation, safety training and workforce development as well as HR Laws and regulations.

**Essential Responsibilities:**

- Prepare and maintain accurate records, files, reports, including responsibility for maintaining personnel records.
- Organize and work independently on multiple assigned tasks/projects and complete assignments within specified deadlines.
- Communicate effectively verbally and in writing to all levels of staff and management, outside officials and agencies and the public expressing ideas and instructions clearly and concisely.
- Compile and analyze complex information and research and develop solutions to complex issues.
- Maintain knowledge of and ensure compliance with employment-related laws and regulations.
- Manage actions and proceedings brought against organization arising in connection with employment, benefits, and workers compensation issues, including preparation of responses to EEOC charges and management of outside counsel.
- Maintain all personnel files, I-9 records, drug and alcohol screening and background investigation results, and other personnel records, and ensure organization in compliance with all laws and regulations and demonstrates “best practices” regarding personnel information management.
- Provide leadership in effective conflict resolution for all personnel.
- Analyze benefits options and cost alternatives for providing employee benefits, recommend benefits program modifications and implement approved benefits modifications.
- Work with senior management to craft consistent, equitable and competitive compensation and incentives.
- Develop and implement human resources programs and policies and periodically update Team Member and Handbooks.

- Serve as a resource for team leaders in handling employee issues and assist them in counseling employees, conducting evaluations, staff training, problem-solving and consensus-building. Serve as a resource for all team members by being available and accessible to discuss all human resources related issues.
- Oversee the Organizational Development & Training function and develop employee training programs.
- Responsible for matters involving benefits, employee safety and workers compensation issues.
- Oversee handling of employment-related inquiries, such as employment verification requests and unemployment compensation inquiries and proceedings.
- Enhance job performance by applying up-to-date professional and technical knowledge gained by attending seminars and conferences and reviewing professional publications.
- Advise on employee statutes, rules, regulations, and policies effecting the company.
- Recommend, develop, interpret, and clarify personnel procedures and policies.
- Responsible for hiring, including developing job descriptions and job advertisements, and screening and interviewing practices.

#### **Educational Requirements:**

Bachelor's Degree in HR Management or related discipline required. Master's Degree preferred.

#### **Training, Skills, Knowledge, and Experience:**

At least ten years of professional experience across all HR disciplines, including employment, benefits, compensation, employee relations, training and development, workers compensations and conflict resolution. SPHR certification preferred. Experience working with a diverse workforce. Experience in manufacturing a plus.

#### **Non-Essential Functions:**

Computer and associated software, printers, calculator, telephone, copy machine, and fax machine.

**Job Type:** Full-time

**Salary:** \$80,000.00 - \$100,000.00 per year

#### **Benefits:**

- We offer a comprehensive selection of benefits to include medical, dental, vision, 401K, STD, Company paid life insurance and LTD. Paid vacation time and

holidays and a floating holiday. Tuition reimbursement and additional training and development opportunities.

**Schedule:**

- 8 hour shift
- Monday to Friday

**Education:**

- Bachelor's degree in HR or Business Administration (Required)
- Master's degree preferred.

**Experience:**

- Human Resources: 10 years (Required)
- Manufacturing: 5 years (Preferred)

**Willingness to travel:**

- 25% (Required)

**Work Location:** Auburndale, FL

**Contact:** Email your Resume with professional references and salary requirements to [yolivas@cutrale.com](mailto:yolivas@cutrale.com), attention Yesse Olivas.