Clement Pappas – Seabrook NJ

HR Manager

JOB DESCRIPTION

Immediate opportunity exists for a Human Resource Manager at the Seabrook NJ Plant. The Human Resources Manager is a role for someone who can be partner with leaders, manage the day-to-day functions, be very hands-on but also support the execution of strategic plans, programs and initiatives. The HR Manager is directly responsible for the overall administration, coordination, and activities of the operational human resources function including employee relations, performance management, safety, benefits administration, recruitment and retention, new employee orientation and on-boarding, EEO and new hire reporting, and coordination of company events at the facility.

HR Manager Responsibilities:

- Hands-on execution of all site HR functions.
- Partner with leaders to help drive business performance using sound HR knowledge in the areas of workforce planning, change management, employee productivity, recruitment and selection, and employee relations.
- Counsel Managers and employees consistent with policies/practices, legal considerations, etc. and facilitate resolution of employee relations issues.
- Implement and execute employee relations programs/practices that create a positive organizational culture and enable management effectiveness.
- Roll out and drive corporate programs (policies, development, employee engagement, etc.)
- Continuously assess the effectiveness of all human resources programs relative to the achievement of desired goals and outcomes and the overall business plans.
- Ensure compliance with applicable federal, state and local laws and regulations.
- Assist management in the creation of career development plans that foster growth, based on performance reviews, Talent Review, etc.
- Develop, coordinate, and manage training initiatives; annual Talent Review, leadership development, employee skills training and development.
- Coordinate and manage the performance management process, and drive management in the execution of performance related action plans.
- Schedule meetings and ensure an HR presence with “off-shift” employees (2nd and 3rd shift)
- Serve as a strategic partner to the Plant Manager and the leadership team, responsible for ensuring functional alignment with the business’ strategies and strategic initiatives.
- Develop and execute a strategic recruitment plan designed to institutionalize the continuous improvement of the business’ talent pool, incorporating traditional and non-traditional recruitment sources to attract and introduce qualified diverse candidates to the organization.
- Develop, manage and maintain new employee on-boarding process.
- Maintains and manages HRIS, payroll systems, time and attendance systems, and ensures data integrity.
- Support the corporation’s benefits team with the coordination and management of benefits plans; annual open enrollment, and issue resolution.
- In conjunction with the site’s safety committee, the HR Manager will implement best demonstrated safety practices to mitigate risk, reduce exposure and effectively manage claims.
- Serve as group’s Safety & Risk Management Officer.
- Partner with leadership to manage all required and agreed upon safety programs and training
• Act as liaison with Workers Compensation insurer to manage all workers compensation claims to closure.
• Supervise and develop staff within Human Resources Department.
• Works closely with the members of the United Food and Commercial Workers International Union in the following areas:
  o Represents the company in the day to day communications with the Union.
  o Resolution of employee concerns and/or grievances.
  o Implementation of Company policies and practices as related to the members of the Union.
  o Assures that the company is in compliance with the Collective Bargaining Act.
  o Responsible for any other items as it is related to our relationship with the United Food and Commercial Workers International Union Local Chapter 152.

**JOB REQUIREMENTS**

Requirements:

Bachelor degree in Business, Human Resources or related field with five plus (5+) years of progressive HR generalist experience, with two plus (2+) years at the management level preferred; or equivalent combination of education and experience. Prior experience in a manufacturing or related environment required.

Additional Preferred Qualifications:

• Professional in Human Resources (PHR) certification preferred, or the ability to obtain certification.
• Stays current on laws and regulations affecting HR practices

At Clement Pappas & Co., we strive to be an employer of choice and foster a workplace where there is respect for each person; clear definition of roles and responsibilities; encouragement for the free expression of ideas; and career growth and reward for performance. We actively seek to identify and develop high-performing individuals throughout the company. Expanding the capabilities of our people is a key to our strategic objectives and is a focus of the leadership of our organization. We offer a comprehensive benefits package, competitive compensation plan, relocation and a positive work environment.

Link on CareerBuilder at: