

JOB TITLE: Human Resources Manager

REPORTS TO: Vice President of Finance

DIMENSION/FUNCTION

This position is responsible for directing and coordinating human resource at Wyffels, including compensation evaluation, employee leave, training, investigations, performance evaluations, benefits, worker's compensation administration, employee relations, legal compliance, wellness programs, and human resources processes and policies. This position is expected to serve as an advisor to Wyffels' executive team and provide input into overall strategic growth plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other responsibilities or reduced to include less responsibilities as management may deem necessary from time to time.

- Oversight of employee evaluations, discipline decisions and terminations
- Designing and administering Human Resource processes and policies
- Administering employee leave, including compliance with the FMLA, ADA and worker's compensation
- Administering employee benefits
- Overseeing and assisting in the selection of company training programs
- Conducting work place investigations
- Development and evaluation of incentive pay programs
- Evaluation of employee compensation levels compared to industry standards
- Oversee Safety initiative within the company, developing policy and ensuring implementation
- Supervises the Human Resources Department, including developing and managing a department budget
- Administrating Payroll
- Provides input on strategic growth

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Advises on Executive/Management training

- Organizes and evaluates personality assessments
- Coaches Executives on proactive HR issues
- Manages those within the Human Resource department
- Can Train on Employee Relations
- Administer company's wage and hour compliance
- Helps develop and administer policies and practices to protect confidential information and trade secrets
- Assists with evaluation and practices related to non-competition and non-solicitation agreement
- Administers immigration requirements for employees and seasonal employees
- OSHA compliance
- ERISA compliance
- Administers Health and Wellness programs
- Adviser on temporary and seasonal employee hiring and on-boarding
- Works cooperatively with other departments to meet corporate goals
- May be required to give or lead presentations at company-wide meetings
- Adheres to the principles outlined in the company's Mission/Vision statement
- Oversees all employee work safety and safe driving standards as outlined in Wyffels Hybrids Safe Driving Policy and Wyffels Safety Protocol

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.

This is primarily an office position, which will require sitting, standing, walking, talking, hearing, writing, printing, typing, and filing.

ESSENTIAL PHYSICAL REQUIREMENTS, but not all inclusive

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| Lifting | Files and Paperwork (less than 10 lb range) | Frequently |
| Standing/Walking | Presentations, meetings, employee counseling | Occasionally |
| Sitting | At desk | Frequently |
| Talking/Hearing | Voice communication with customer & co-workers | Frequently |
| Typing/Writing | Type & enter data into computer, complete paper work and forms, take notes, send electronic mail | Frequently |

QUALIFICATIONS OF EMPLOYMENT:

Education Requirements: BS degree in Human Resources or closely related field, with possible advanced degree or professional accreditation preferred. Candidate should have a minimum of 8 years of experience with an employer of at least 150+ employees.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Excellent verbal and written communication skills
- Is a clear, concise and effective verbal and written communicator
- Has a strong working relationship with employees, customers and business partners.
- Works to improve service with employees by knowing and anticipating employees' needs and matching needs to products/services.
- Desires and aspires to do the job well or exceed standards of excellence; takes the initiative to make changes that will improve individual and/or team's performance; sets and works towards accomplishing challenging goals.
- Maintains effectiveness despite changes; can change direction quickly; can support/adopt to change despite disagreeing with it.
- Reasoning ability
- Exhibits strong work ethic and professionalism
- Enthusiastic commitment to team building
- Strong organizational skills
- Dedication to creating value for the employee
- Strong one-on-one mentoring skills
- Effective presentation skills
- Uncompromising integrity and honesty
- Willingness to live in the Quad Cities Area
- Proficiency in computer technology, including Microsoft Office

Employee Acknowledgement: _____ Date: _____

The above job description reflects the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.