



Sr. Human Resources Manager

Owatonna, Minnesota

POSITION PURPOSE:

Reporting to the Chief Human Resources Officer, this position will provide generalist HR leadership to the Owatonna, Minnesota manufacturing location with approximately 600 employees. The person in this role will partner with the site leader to deliver business and people strategy. This position is on the leadership team for Owatonna and will collaborate with department heads, HR resources and employees to ensure the success of the site. The role will act as a first point of contact for all human resources related issues including but not limited to employee engagement, talent acquisition including production recruitment, leaves management, performance management, communications, effective roll-out of corporate wide HR initiatives and programs, timekeeping for payroll, benefits administration, employee development including production training, superior ethics, inclusion and equity and ensuring legal compliance in employment practices.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provide stellar leadership for the Owatonna HR team to deliver flawless execution of HR practices in support of the business needs at the Owatonna manufacturing plant.
- Build strong relationships with all levels (local site and corporate) in the organization in order to provide value added HR advice and counsel across a wide variety of business activities.
- Foster a culture of integrity, positive employee relations, and counsel line management on employee relations issues.
- Provide a forum for two-way communication that fosters an environment of openness, trust and cooperation including but not limited to periodic Town Halls and Focus Groups.
- Manage end-to-end recruitment process (sourcing, posting, behavioral based interviewing, testing etc.) for exempt and non-exempt positions and work with line management to assess recruitment needs and determine the best source for recruiting candidates.
- Ensure compliance with all regulatory and legislative requirements to the facility (Postings, EEO1, FMLA, ADA) and ensure the fair and equitable application of employment policies and HR procedures.
- Manage the disability management and return to work programs in collaboration with the Line Manager. (outsourced)
- Facilitate engagement and recognition events such as Service Awards, Employee of the Month, Holiday Meals, community involvement events, etc.
- Continuously use data to make decisions, adjust direction and report progress against goals. Provide accurate and timely input and reporting regarding payroll, compensation, benefits, metrics and other HR systems.

- Administer benefit and reimbursement programs such as Health, Dental, Vision, Insurances, Retirement and Safety Workwear Reimbursement.
- Design, enhance, plan and conduct new hire orientation and onboarding experiences.
- Administer the performance management program and Salary Administration program in accordance with Corporate Operating Rules.
- Collaborate, facilitate and lead as required with other key leaders on Health, Safety and Sustainability programs implementation including, safety committees, fire and evacuation audits, accident investigations, and other safety related activities and programs.
- Lead or facilitate internal investigations and employee issues working with Corporate and Legal resources as required.
- Develop and execute strategies supporting talent development and retention, production training, leadership, annual compliance (Safety, Harassment Prevention, Ethics, Inclusion, etc.) and ongoing developmental training, including, interviewing, hiring, terminations, performance management, and Coaching/Counseling.
- Participate on corporate HR leadership team to support company-wide initiatives and projects; implement locally as required.

KNOWLEDGE / SKILLS / ABILITIES:

- Self-motivated in taking initiative to achieve results with minimum supervision.
- Strong communication, influence and relationship-building skills with the ability to work effectively with a diverse range of employees at all levels in the organization.
- Strong organizational skills with the ability to handle multiple priorities and activities at one time.
- Problem solving, negotiation, and people management skills.
- Knowledge of employee relations principles, practices, methods, and programs.
- Knowledge and understanding of employment and labor laws, regulations, procedures, and standards.
- Ability to develop and present presentations, communication sessions, workshops and seminars.
- Ability to make administrative and procedural decisions and with sound judgment on sensitive, confidential issues.
- Management of multiple HR & Safety related objectives simultaneously, requiring an energetic, forward thinking individual with high, unwavering ethical standards and an appropriate professional presence.

QUALIFICATIONS / PRIOR EXPERIENCE:

- Bachelor's Degree in Human Resource Management, Business Management or related field required; Masters level degree preferred.
- 5 years of experience in Human Resources in a leadership capacity.
- Demonstrated success leading and working in a manufacturing environment with high employee engagement.
- PHR or SHRM certification preferred.
- Previous experience of payroll processing and benefits administration preferred.
- Knowledge of employment and workplace safety regulations in manufacturing.

AmesburyTruth is committed to diversity and inclusion. If you are selected to participate in the recruitment process, please inform us of any accommodations you may require. The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.