



Job Description Title: Human Resources (HR) Manager

The Ulven Companies' Mission: Providing Quality Cost Effective Products with Superior Service

Position: Human Resources (HR) Manager

Reports to: CEO

Purpose: The HR Manager serves as the employee's advocate and guides the company in planning, recruiting, employee growth, and compliance.

The Ulven Companies is a very collaborative organization, so employees may be asked to participate in tasks outside of their normal scope. With that in mind, these are the primary responsibilities of the Human Resources Manager.

Responsibilities:

- Collaborate with Executive/Management on organization development, business process, and systems that support management and strategic goals
- Work to create a high-performance culture that emphasizes empowerment, quality, productivity, goal attainment
- Act as a catalyst for change with the ability to positively influence others to make decisions
- Identify employee relations practices necessary to maintain an excellent employee-employer relationship
- Provide clear and effective methods for employees to identify successes, suggest improvements, and report illegal/unethical activities
- Conduct investigations when employee complaints or concerns are brought forth
- Create a recruiting process, interview prospective employees, and train others to perform effective interviews
- Ensure that all employee paperwork is accurate and complete
- Manage company payroll system and oversee bi-weekly payroll
- Manage company benefits system and ensure that all employees are educated about benefits coverage, changes, benefits provider resources
- Manage the corporate organization chart to maintain succession planning and talent pipeline
- Manage annual performance evaluation process. Ensure that supervisors are properly trained to perform effective evaluations.
- Assist supervisors in creating job descriptions
- Develop KPIs to monitor HR effectiveness
- Research benchmarks for industry wages and suggest improvements to pay practices
- Ensure that the company is in compliance with all government HR regulations
- Provide training systems for supervisors to continuously improve skills in management, motivation, communication, and compliance

- Mediate all disciplinary discussions and ensure that they are properly documented
- Make suggestions to changes in the employee manual and execute changes as directed by management

Qualifications:

- Bachelor's Degree in Business, HR, or Organization Development is desired
- 5+ years of experience in HR roles
- Outstanding interpersonal skills. Empathetic. Ability to mentor/be mentored.
- Excellent ability to use Word, Excel, PowerPoint
- Experience with payroll/HR management systems; prefer ADP experience
- Clear understanding of HR governance, processes, and regulations
- Experience in benefits administration
- The highest standards of accuracy, precision, confidentiality, and ethics are expected

- **Salary: Commensurate with experience**
- **This is an exempt, salaried position**
- **Offer subject to passing a drug test**
- **Equal Opportunity Employer**