

HR Manager

Location: Boise, Idaho

We are a well-established manufacturing facility with multiple locations in the U.S. Our Boise location is looking for a Human Resources Manager to oversee all HR duties for a 150-person plant. This is an in-office role. Full time, direct hire, offering competitive pay and benefits. Salary up to \$75k based on experience. If you'd like to join a great team with growth potential, please continue to read the below job description, and email your contact info and resume to Wdurney@davron.net

Job Summary:

The HR Manager will tackle all HR function activities including hiring, compensation/benefits, enforcing company policies and practices. Partnering with stakeholders to achieve company goals.

Supervisory Responsibilities:

- Recruit, interview, hire, and train new staff for each division.
- Oversees the daily workflow HR Department.
- Provides performance evaluations in a constructive and timely manner.
- Handles disciplinary actions, and terminations of employees in accordance with company policy.

Duties/Responsibilities:

- Partner with the team leaders to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Support and guidance to HR generalists, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee disciplinary meetings, terminations, and investigations.

- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.
- Utilizes the HRIS system to eliminate administrative tasks, empower employees, and meet the other needs of the organization.
- Leads the implementation of the performance management system that includes performance development plans (PDPs) and employee development programs.
- Partners with leadership to communicate Human Resources policies, procedures, programs, and laws.
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.

Required Skills/Abilities:

- Proven experience as an HR Generalist / HR Operations
- Understanding of general human resources policies and procedures
- Good knowledge of employment/labor laws
- Experience of working in factory / plant / manufacturing unit is highly desirable
- Proficiency in MS Office; HRIS systems (e.g. PeopleSoft / ADP) will be a plus
- Excellent communication and people skills
- Aptitude in problem-solving
- Desire to work as a team with a “results” driven approach
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.

Education and Experience:

- Bachelor’s degree in Human Resources, Business Administration, or related field required. Master’s degree is preferred
- A minimum of five years of human resource management experience
- Professional HR Certification highly desired.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.

- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.