



Divisional HR Manager – Nampa, ID (On-site)

Company Summary:

Woodgrain Inc is proud to be a family owned and operated manufacturer with over 65 years of product innovation, quality service, and business growth. Woodgrain's diverse product offering includes wood moldings, prefinished moldings, wood door shop parts and products, and wood window parts, as well as many branded products. We take pride in being the employer of choice for our 3500+ employees. Every employee lives our values of Integrity, Safety, Servant Leadership, Respect, and Customer Focus. For more information about woodgrain, our culture, and see what it would be like to join our team, click the link to watch this

Position Summary/Responsibilities:

Woodgrain is looking for a Divisional HR Manager to join our team in our Nampa, ID office. The Divisional HR Manager is responsible for developing, directing, and administering all human resource activities, policies, and procedures for the doors division under the direction of the CHRO. This position partners with the vice president of Doors and divisional leadership team to implement effective human resource strategies and services and plays an integral role in implementing strategy, driving change, and achieving strong business results. The Divisional HR Manager is also the owner and responsible for:

- Establish an effective vision and directing the HR strategy for the divisional HR teams.
- Collaborate with the Vice President in developing and implementing division-wide HR objectives, projects, and goals.
- Participate on the HR Leadership Team in developing policies, evaluations, and employee development programs.
- Oversee all HR process and divisional HR team activities.
- Train and develop HR generalists and other HR clerical staff.
- Assist managers with progressive discipline and the termination process to ensure all employees are treated fairly and with respect.
- Provide guidance on Return-to-Work (RTW) cases. Work with managers to resolve cases and reduce duration of time away from work.
- Train site management and supervisors on Woodgrain standard operating procedures and suggest updates to best practices.
- Work with site management to train on HR policies, procedures, laws, standards, and regulations to ensure compliance.

Requirements:

Education / Experience/Certification:

- Bachelor's degree in Human Resources or related field and 5 years HR experience OR
- Master's degree in Human Resources or related field and 3-4 years HR experience OR
- Equivalent combination of education and experience.
- Human Resources certification (PHR, SHRM-CP).
- Exceptional leadership and organizational skills with the ability to motivate and positively influence others.
- Strong communication skills displaying the highest level of professional conduct, integrity, and excellent interpersonal skills.
- High attention to detail and understanding of complex problems.

Benefits We Offer:

At Woodgrain we are very proud of the benefits package that we offer to our employees. Our benefits package is designed to improve the health and financial well-being of all employees and their families. Woodgrain is committed to providing all employees with quality programs that are comprehensive, flexible, and affordable. These include:

- Medical, Dental, and Vision Insurance
- Company sponsored HSA Contributions
- Industry Competitive 401K Match
- Supplemental Insurances
- Holiday and Vacation Pay
- Additional company incentives

For more information about woodgrain and the competitive benefits we offer, visit our website www.woodgrain.com.