



## **Job Description: Full-Time HR Manager**

The HR Manager will serve as a strategic business partner alongside our managerial team by overseeing the development and implementation of Human Resource policies, programs, and practices; maintaining and enhancing employee relations at Premier Granite Stone (PGS).

### **HR Duties**

- Create and maintain positive work structure by updating job requirements and job descriptions for all positions.
- Maintain proper staff by establishing a recruiting, interviewing and testing program; coordinates with managers on candidate selection; conducts and analyzes exit interviews.
- Develop training programs by establishing orientation and ongoing training programs.
- Maintain consistent pay plan by conducting annual pay surveys; conducting job evaluations; recommending appropriate pay structure revisions; assists with payroll.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to encourage, motivate and discipline employees; schedules management conferences with employees; resolves employee grievances by counseling employees and supervisors.
- Develops and maintains employee benefits programs alongside management team and informs employees; directs the processing of benefit claims; coordinates educational programs on benefit programs.
- Ensures legal compliance by continual monitoring and implementing applicable human resource federal and state requirements; conducts investigations and maintains historical human resource records; represents PGS at hearings.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains professional and technical knowledge through continual education.
- Contributes to team effort by accomplishing performance results and meets timelines.
- Assists with proper OSHA compliance

## **Skills and Qualifications**

Hiring, Human Resources Management, Benefits Administration, Performance Management, Communications, Compensation and Wage Structure, Promotes Diversity, Classify Employees, Employment Law, Laws Against Sexual Harassment

The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Education/Experience: Bachelor's degree in Human Resources or similar field required. Minimum 5 years HR management experience required. Experience in Manufacturing related business preferred.
- Computer Skills: Advanced proficiency
- Characteristics: Possess humility, willingness to serve, and the ability to teach. Clearly convey a passion for the business and team members.

## **Work Environment**

Work is primarily conducted in an office setting with some exposure to manufacturing and shop production including noise, dust, machinery and forklifts.

## **Competitive Salary and Benefits**

PGS provides competitive salary and attractive benefits package

- Pay raise at an annual rate of 3-5%
- Health Insurance: 80% employer / 20% employee paid medical coverage
- Generous 401K plan is a company match up to 4%
- 10-12 annual company holidays
- Three weeks paid vacation
- 4 sick/personal days
- Profit Sharing
- Company Phone
- Disability, Life and Dental Insurance