

Job Description

Job Title: Human Resources Manager

Department: Benchmark Foam Inc.

Reports To: President

Summary: Responsible for carrying out the Human Resources Function for the company. Consistently acts as a representative of Benchmark Foam by personifying the company's Core Values of Integrity, Commitment, and Excellence.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Benchmark Foam operates on the principle of effective teamwork. Other duties may be assigned, including cross-training and/or working in other departments.

Manages the development and administration of HR policies, procedures and programs, ensuring consistent and timely communication of all throughout the company. Maintains knowledge of legal requirements and government reporting regulations affecting human resources functions and assists management in ensuring that policies, procedures, and reporting are in compliance.

Recruits, interviews, and assists management in selecting employees to fill vacant positions. Places job opening advertisements as needed. Plans and conducts new employee orientation to foster positive attitude toward company goals. Trains managers in interviewing, hiring, terminations, promotions, performance reviews, harassment, FMLA & ADA. Conducts required training for all employees (e.g. harassment). Coordinates and ensures completion of all employee performance reviews throughout the company by assisting managers to ensure effectiveness, compliance and equity. Advises management in appropriate resolution of employee relations issues. Prepares employee separation notices and related documentation.

Manages records of benefits plans participation such as insurance and 401K plan and personnel transactions such as hires, promotions, transfers, performance reviews, terminations and employee statistics for government reporting.

Serves as resource for employees regarding policies, procedures, handbook content and benefit plans. Works with management and team members to generate ideas that will solve company needs. Assists in planning and coordinating activities to increase employee motivation.

Administers salary administration program to ensure compliance and equity within organization. Administration of benefit programs such as life, health, dental, vision, short term disability, 401K, worker's compensation, PTO and leave of absences. Participates in compensation and benefit surveys within the labor market.

Performs payroll processing duties according to existing procedures and records all payroll changes in system. Experience with ADP preferred.

Continually provides exceptional internal and external customer service through pleasant, enthusiastic demeanor in person, over the phone or by email/fax. Responds to all requests for assistance in a prompt, timely manner.

Job Specific Competencies:

Education and/or Experience: Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience. PHR/SPHR, SHRM-CP/SHRM-SCP preferred.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to perform these operations using units of American money.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve practical problems and deal with situations involving a variety of solutions.

Computer Skills: To perform this job successfully, an individual should have knowledge of basic computer hardware and software including Database software, ADP Software, Spreadsheet software and Word Processing software.

Essential Physical Functions: While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Work Environment: While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles. The noise level in the work environment is usually quiet.

Competencies:

Adaptability - Adapts to changes in the work environment; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings on time.

Dependability - Follows instructions and responds to management direction; takes responsibility for own actions; keeps commitments; commits to working extra hours, when necessary to achieve goals; completes tasks on time or notifies appropriate person with an alternate plan.

Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works ethically and with integrity; upholds organizational values.

Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed; motivates others to perform well; effectively influences actions and opinions of others.

Innovation - Displays original thinking, passion, optimism and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions; demonstrates accuracy and thoroughness.

Motivation - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.

Organizational Support - Follows policies and procedures; supports organization's goals and values; aligns work with established goals; implements cost-saving measures. Consistently acts as a representative of Benchmark Foam by personifying the company's On-Time Delivery Guarantee.

Planning/Organizing - Prioritizes and plans work activities; develops realistic action plans; sets goals and objectives; uses time efficiently to meet productivity standards; completes tasks accurately and on time; demonstrates accuracy and thoroughness; monitors own work to ensure quality; looks for ways to improve and promote quality.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Strategic Thinking – Processes information; uses intuition and experience to complement information.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; meets commitments; gives and solicits feedback; manages difficult or emotional situations; provides customer service to fellow team members by responding promptly to needs.

Technical Skills - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Written Communication - Writes clearly and informatively; presents numerical data effectively; able to read and interpret written information.

This document does not constitute an offer of employment or create an employment contract of any kind. Any job offer will not provide a contract other than an at-will relationship between Benchmark Foam Inc. and employee.

The Company has reviewed this job description to ensure that essential functions of the position have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

I have read and understand my responsibilities for this role at the Company as noted above, and declare that I am able to perform the essential functions of the position with or without a reasonable accommodation.

Employee Signature: _____

Date: _____

Origination Date: October 2012

Revision Date: May 2020; July 2021