**Job Summary**

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|  | The Director – Human Resources is responsible for the overall administration, coordination and evaluation of the Human Resources Function. Leads and provides consultation to the Leadership Team on labor relations, strategic staffing, organizational development, compensation, benefits, safety, wellness and training & development. The Director – Human Resources is expected to take a leadership role in realizing Tray-Pak’s vision of being recognized as an employer of choice in the region, and developing a culture that enables employees to succeed in accordance with the company’s Mission and Principles. |

**Major Job Accountabilities and Responsibilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  | **Policy Development and Administration** * Establish, administer and effectively communicate sound policies and practices that treat employees with dignity and equality while maintaining Company Compliance with employment and labor laws, and Company directives.
* Update and improve Employee Handbook, Employee Orientation and Policy Manual as required to ensure that the company is current and competitive.
* Draft and recommend new policies as required.

**Recruitment** * In a timely manner recruit professional and production employees, coordinating all hiring practices to ensure fair and equal treatment to all employees and outside job applicants, as requested by management and administration.
* Develop recruitment and hiring process that ensures all candidates are screened and fully oriented with our Company.
* Coordination of temporary hiring between production and temporary personnel services.
* Promote and recruit the best qualified people recognizing and encouraging the value of diversity in the work place.
* Develop orientation and training retention programs for new hourly and salaried employees.
* Coordinate and monitor internship programs approved by management.

**Benefits Administration*** Develop and propose competitive wage and benefit proposals / packages.
* Evaluate all benefit programs for performance and cost effectiveness.
* If required, solicit bid for services, evaluate and recommend new providers and or services to management.
* Ensure timely and accurate processing of benefits for all employees.
* Proactively search for new benefits and programs that ensure Company competitiveness.
* Be key contact for all employees incurring problems with any benefit program.
* Respond and resolve, when possible, employee disputes with providers that have not been resolved through normal due process.
* Cafeteria benefits plan, pension/retirement plan and profit sharing plan administration.
* Unemployment compensation
* Oversee vacation and leave policy administration.

**Employee Relations*** Respond to employee’s questions and issues in a timely manner.
* Resolve and arbitrate personnel issues of employees.
* Create proactive programs to continuously improve employee relations.
* Ensure timely processing of appraisals and salary adjustments, when appropriate.
* Disciplinary and complaint procedures, exit interview and suggestion systems.
* EEO compliance, affirmative action and community relations programs.
* Participate in implementation of company sponsored functions e.g. summer picnic, Reading Phillies, Christmas lunch, etc.

**Training and Development*** Develop the full potential of our work force by providing training and development for career enhancement.
* Lead orientation of new employees.
* Job “descriptions” for both management and staff positions.
* Lead performance appraisal process.
* Oversee tuition reimbursement program.

**Employee Services*** Employee assistance and counseling.
* Preretirement counseling and retirement planning.

**Personnel Records*** Personnel recordkeeping.
* Hiring, promotion, transfer and separation processing.
* Human Resource information system.
* Monitor attendance records and assure appropriate action is taken in line with absentee policy.
* Monitor, track and report on “headcounts” per required levels.

**Health and Safety*** Lead company’s Safety and Wellness teams and programs.
* Provide a work atmosphere that is safe, healthy and secure, and also conscious of long-term family and community goals.
* Workers’ compensation administration.
* Drug testing.

**Government Compliance*** Advise Management on compliance with Labor Law, Health & Safety, OSHA, etc.
* Assist Management in compliance matters.
* Maintain up-to date knowledge of laws, regulations, statutes (Federal & State), including proposed legislation.
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**Qualifications \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Minimum Education and Experience Requirements**

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|  | * Bachelor’s degree in human resources, business administration, or a closely related field (or unrelated degree plus two additional years of relevant experience)
* Minimum of ten years of increasingly responsible Human Resources administrative and supervisory experience.
* Must project and uphold the highest ethical standards and have demonstrated leadership ability and excellent interpersonal and communication skills.
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**CERTIFICATIONS/AFFILIATIONS REQUIRED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  | * SHRM-CP, SHRM-SCP, PHR or SPHR certification
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**Skills, Knowledge and Abilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  | * Experience in a manufacturing organization is required.
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**Supervisory Responsibilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  | * Directly manages Human Resources Generalist
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**Special Working Conditions/Physical Requirements \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  | Typical office environment, perform a variety of tasks concurrently.* Regularly required to stand, walk, talk, and hear.
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**Qualified candidates please email resume to:**

**Michael P. Krepps, SHRM-SCP, SPHR**

 mkrepps@murrayins.com