# Human Resources & Safety Manager

[Tech Cast, LLC](http://techcastllc.com/index.html), Myerstown, PA, is a privately owned, non-union, certified investment casting foundry that produces a diverse range of carbon steel grade and exotic alloys. Originally founded as a division of Quaker Alloy in 1977 and later renamed to Tech Cast, Tech Cast is an industry leader, recognized for utilizing advanced engineering wax casting technology. A growing organization, Tech Cast offers a customer-centric approach and is committed to delivering quality and dependable products. Precision craftmanship, flexibility, reliable delivery, and exceptional technical expertise continues to establish Tech Cast as a trusted manufacturing partner.

Tech Cast, LLC is seeking a full-time Human Resources & Safety Manager to drive results and champion employee engagement. This hands-on position will be responsible for maintaining an effective workplace Safety program while also performing Human Resources functions including benefits administration, employee relations, payroll, and recruitment. Additionally, this position will serve as a member of the corporate leadership team. The successful candidate will be a service-oriented individual who has a passion for building relationships, proactively solving problems, and supporting team members throughout the entirety of the employee life cycle.

Position Qualifications:

* Bachelor’s degree in Business, Human Resources, or related field, required
* A minimum of 3 years of progressive Human Resources experience, essential
* SHRM, HRCI, or continuing education certification, preferred
* Demonstrated proficiency with technology including Microsoft Office Suite and Human Resources Information Systems (HRIS), required. Sage 100 or Crystal Reports experience, strongly preferred
* Previous experience in the manufacturing industry, a plus
* Excellent communication skills, both written & verbal
* Demonstrated community involvement, strongly preferred

Please forward resume and cover letter to our consultants: [www.NorthGroupConsultants.com/jobs](http://www.NorthGroupConsultants.com/jobs)