



Position: HR Manager

Operating Company: Royal Truck & Equipment

Location: Shoemakersville, PA

Royal Truck & Equipment (an Alamo Group Company) is currently accepting applications to fill the position of **Human Resources Manager** at its facility in Shoemakersville, PA.



Under general direction, the HR Manager implements various human resources programs, policies, and procedures for the manufacturing operations in compliance with Alamo Group policies, procedures, and guidelines as well as federal and state regulations. The HR Manager leads and implements initiatives to attract, recruit, motivate and retain employees, to include fostering employee engagement that supports achievement of company strategic goals. The HR Manager serves as a business partner to the Company leader and the senior management team for the company, while also consistently serving as an advocate for professional and positive relations for all employees.

The HR Manager for Royal Truck & Equipment will:

1. Ensure employee programs and procedures comply with Alamo Group, local, state, and federal requirements
2. Serve as a human resources business partner to the Company leader and management team to ensure consistent and appropriate application of company policies and procedures.
3. Advise on performance management, coaching, conflict resolution, disciplinary action, and terminations to include strategies and tactics to promote productive employee relations
4. Perform job analysis to include writing and updating job descriptions, participating in local salary surveys, setting, and administering local pay plans
5. Source and recruit candidates for vacant positions; manage selection process to include screening and interviewing applicants, coordinate interviews for hiring supervisors/managers as necessary, and ensure appropriate steps and processes are in compliance with the company's affirmative action plan and OFCCP regulations.
6. Conduct internal investigations through observation, interviews, and collection of statements pertaining to potential violations of employment laws, policies, or procedures. Consult with corporate HR on resolution
7. Generate job offer letters, initiate pre-employment background checks, and drug screens, and process all employment-related paperwork for new hires timely. Demonstrates strong sense of urgency in bringing on new hires quickly

8. Enter employee changes (salary increases, garnishments, insurance deductions, address changes, transfers, terminations, etc.) into HR/Payroll/Time & Attendance ADP system for accurate and timely payroll processing
9. Coordinate workers' compensation and leave of absence policies, including but not limited to STD, LTD, Military, FMLA, etc.
10. Support management team in identifying and addressing training needs for the operating company; facilitate and/or coordinate training programs and activities for the management team.
11. May be required to assist and or coordinate safety program responsibilities

The ideal candidate will have/be:

1. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, and coordination of people and resources
2. Knowledgeable in payroll and HRIS systems required; experience with ADP system preferred
3. Knowledge of applicable laws, regulations, and agency rules pertaining to employee and labor relations, workers compensation, OSHA, AAP, OFCCP, U.S. immigration regulations, and other human resources programs
4. Knowledge of U.S. labor laws associated with the NLRB and EEOC, with demonstrated ability to support a non-organized manufacturing work environment through positive employee relations practices
5. Excellent interpersonal skills with the ability to communicate with diverse work groups at all levels of the organization
6. Able to plan, organize, and prioritize work while demonstrating flexibility to adapt to shifting priorities
7. Working knowledge in MS Word, Excel, and PowerPoint
8. Ability to work extended hours as needed to complete assignments
9. Demonstrated ability to exhibit and model Alamo Group's Core Competencies:
 - a. Leading Change/Change Management- Balance change and continually strive to improve business performance
 - b. Leading People/Teamwork- Design and implement strategies that maximize employee's potential and foster high ethical standards
 - c. Communication- Explain, advocate and express facts and ideas in a convincing manner and negotiate with individuals and groups
 - d. Business Acumen- Understand and interprets business metrics and utilizes latest business strategies to focus on outcomes and create opportunities for success
 - e. Results Driven/Process- Make timely and effective decisions and produce results through planning and implementation of processes, systems, and programs, stressing accountability and continuous improvement

Education & Experience:

- Bachelor's degree in Human Resources, Business Management or a related field, or equivalent experience required. Active HR certification is preferred
- 5 or more years of Human Resources experience at the Exempt level required.
- 5 or more years' experience in a Manufacturing operation is preferred
- 5 or more years Supervisory experience is preferred.
- SHRM-CP or PHR certification desired.
- Proficiency with Microsoft Office applications and a Payroll/HRIS system is required

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus. The employee will spend time in a non-climate-controlled metal manufacturing production environment overseeing the human relations function. Travel required monthly to secondary location.