



Job Description

Human Resource Manager

Reports To: Chief Executive Officer

FLSA Status: Exempt

Department: Administrative

Responsibilities:

- Prepare bi-weekly payroll for all facilities
- Oversee 401K program including administering, quarterly submittals, etc
- Prepare and submit necessary documents to Department of Labor
- Maintain employees Vacation and PTO time
- Maintain and oversee employee evaluations
- Prepare and maintain employee files
- Orientate new employees on company's policies and procedures
- Maintain benefits package including health, dental, and vision insurance
- Maintain company employee manual
- Prepare and publish monthly production shift schedule(s)
- Research health care quotes on an annual basis
- Participate in local SHRM organization
- Address labor issues and/or concerns
- Maintain and adhere to HIPPA regulations and requirements
- Discipline employees as necessary
- Enforce company policies
- Interface with ICM Safety Audit(s)
- Maintain confidentiality of all sensitive information
- Maintain a high level of service and a friendly atmosphere
- Promote Glacial Lakes Energy in the community
- Promote and maintain a team environment with other GLE departments
- Complete any and all tasks assigned by CFO
- Oversee applicant interview process(s)
- Oversee office in the role of Office Manager ensuring policies are being followed, addresses employee related issues, etc.

Job Requirements: Excellent written and verbal communication skills, excellent listening skills, ability to present information to groups as well as individuals, ability to multi-task and meet deadlines while fielding many interruptions, experience using MS Office applications to develop reports, spreadsheets, & presentations, ability to handle repetitive work, Strong attention to detail, strong problem resolution skills, Strong negotiation skills, ability to build strong relationships and credibility with employees, this position requires strong managerial abilities and desire to work under the pressure of deadlines and manage multiple priorities and maintain attention to detail. The ability to handle confidential information appropriately and ethically is critical to this position. Minimum of 5-7 years of progressive HR Supervisory experience preferred. Plant based/manufacturing experience; 24/7/365 operations preferred. Proven ability to manage the HR oversight of 250 -300 employees. Bachelors degree in Human Resources, or related field preferred. Minimum 5+ years of Human Resource.