



Position	Human Resources Manager, Hutchinson Kansas
Reports To	Regional HR Manager, Plant Manager

## Position Responsibilities

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The HR Manager (HRM) will provide strategic and tactical leadership in elevating site performance in the areas of recruitment, employment, employee and/or labor relations, job evaluation, benefits administration, employee development, training and special projects. The ideal HRM candidate will possess competencies and potential in addressing the following:

**HR Governance** – design, manage and execute training, policies & programs that improve performance, communication, culture and plant results while ensuring fairness and safety.

- Establish site-based programs to foster an inclusive and diverse environment;
- Analyze trends at each location in turnover, hiring, promotions, separations, and grievances to determine support or action needed to adjust unfavorable trends;
- Serve as Affirmative Action coordinator and follow required guidelines; and
- Ensure policies and procedures are administered in a lawful and consistent manner.

**Union/non-Union Activity** - manage contract negotiations and day-to-day employee issues.

- Research local markets to assess compensation competitiveness; determining if and where pay adjustments should be made within the bargaining units and hourly work-force, in conjunction with Corporate Compensation Manager and Regional HR;
- Create and maintain a cooperative and team-based relationship between management and the local union;
- Serve as plant contact and company representative with government agencies (e.g. State Employment office, Department of Labor, EEOC, NLRB, OFCCP,...);
- Represent the company and serve as the company spokesperson during grievance meetings and disciplinary meetings with employees; and
- Stay abreast of changes in employment and labor laws keeping management updated of any significant changes in the regulations.

**Talent Acquisition** - manage entire recruiting lifecycle.

- Lead the efforts to solicit, hire and train qualified employees;
- Build external staffing relationships to assist hiring efforts during peak periods; and
- Position brand as "employer of choice" in Kansas.

## Required Experience / Qualifications

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We are looking for candidates whose skills and experiences clearly demonstrate the above. In addition, we are looking for individuals with the following:

- Bachelor's Degree (ideally Human Resources Mgmt. or related field);
- Minimum of 5 years HR experience (Labor experience preferred); and
- Preferred experience within the following: Manufacturing, Mining, Health & Safety/MSHA, SAP.

*Search Contact*

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