



Could you be our next Human Resources Manager?

JOB TITLE: Human Resources Manager

DEPARTMENT: Finance

LOCATION: Waynesboro, MS (preferred) but will consider Durham, NC.

REPORTS TO: VP of Accounting (Durham, NC) and Plant Manager (Waynesboro, MS)

RESPOND TO: HR@sipcamagro.com

Sipcam Agro USA is headquartered in Durham, North Carolina, and owns a formulation plant in Waynesboro, MS. Both are owned by Sipcam Oxon Group, an Italian-based company founded in 1946 and recognized worldwide for formulation and manufacturing expertise.

Summary

The Human Resource Manager is responsible for supporting and coordinating the day-to-day functions that support our amazing people while promoting engagement during every aspect of our employee's life cycle. They will drive initiatives across the organization for employee relations, performance management, training and development and the review and execution of respective policies and procedures. They will consult with Department Leaders and the executive team on strategic planning to support the organizational goals. They will drive best in class strategies for talent planning, acquisition, deployment, retention, and development. This role requires a high caliber individual with a strong results orientation, excellent communication skills and a demonstrated ability to work across a diverse hourly and salaried workforce. The role is a high-profile position and will interact with executives, stakeholders, and others interested in Sipcam's technology.

Responsibilities

- This position serves as a key advocate to our employees for engagement and well-being.
- Responsible for the new employee welcome/onboarding process including the IT setup, orientation scheduling, communications, and electronic onboarding process.
- Drive recruitment efforts and interview process including assisting with sourcing, screening, interview step coordination and scheduling and offer letter creation. Tracks status of candidates in HRIS and corresponds with candidates at the end of the selection process.
- Manage benefit administration and programs for open enrollment, employee information changes, qualifying events etc. and benefit related questions.
- Complete audits of payroll, benefits, and other HR programs and related reporting.
- Manage employer contributions and employee payroll deductions to carriers, plan administrators, or other appropriate service providers.
- Complete and maintain records, reporting, and other documentation required by federal, state, and other rules, regulations, and policies as needed.
- Gathers data and conducts reporting as needed to support business needs and administration.
- Assists in the pre-employment process including processing pre-employment screenings (including background checks), references, and verification of employment.



- Assists with general people related to special projects and special events.
- Consults with all employees at all levels within the Company providing HR guidance, support and recommendations as needed.
- Conducts effective, thorough, and objective investigations, works to manage and resolve employee relations issues.
- Provide day-to-day performance management guidance to line management (e.g., coaching, counseling, career development, disciplinary actions).
- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Provides HR policy guidance and interpretation.
- Provide guidance and input and tracks performance management for supported area.
- Provide counsel and training to management on the administration of HR related company policies, procedures and compliance with all state and federal employment laws.
- Applies compliance knowledge to protect organization and mitigate risk.
- Manages and monitors unemployment claims, appeals, and charges.
- Manage training programs for supervisors and employees.
- Performs other duties as assigned.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Competencies:

- Proven leadership
- Results Orientation
- Communication Proficiency
- People development
- Decision Making
- Problem Solving/Analysis
- Financial Management
- Business Acumen
- Highly organized

Travel

Travel between locations and to Corporate will be required.

Position Type

This is a full-time, onsite position



Required Education and Experience

- Bachelor's degree in Human Resources, Business Administration, or a related field required
- Minimum of seven to ten years of human resource management experience
- Previous experience with payroll processing

Preferred Education and Experience

- Experience in the Manufacturing Industry (chemicals, formulation petrochemicals or refining, etc.)
- Strong analytical and technical skills
- Excellent oral and written communication skills
- Knowledge of OSHA and EPA state/federal rules and regulations preferred
- Knowledge of Sage ERP
- SHRM certification