

JORDAN MANUFACTURING COMPANY, INC.
JOB DESCRIPTION

Job Title: Human Resource Director

Reports To: CFO

Summary of duties and responsibilities: Jordan Manufacturing is seeking an experienced Human Resources leader who will be responsible for the company's overall talent strategy. The Human Resource Director will plan, lead, direct, develop, and coordinate the policies, activities, and staffing of the Human Resource (HR) department, ensuring legal compliance and implementation of the organization's mission and talent strategy. This person will oversee and provide consultation to leadership on strategic staffing plans, talent development, talent retention, compensation, benefits, training, personal development plans, budgets, and labor relations.

Primary duties and responsibilities:

1. Collaborates with senior leadership to understand the organization's goals and strategy related to talent assessment, talent acquisition, recruiting programs, and retention.
2. Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
3. Administers or oversees the administration of human resource programs including, but not limited to, payroll, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; and training and development.
4. Partners with operations leadership to support the oversight of occupational health and safety across the organization.
5. Structures hiring programs to support leadership to identify staffing and recruiting needs; develops and executes best practices for hiring and talent management.
6. Recommends and leads the implementation of an organizational human resource information system (HRIS).
7. Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) or talent management system that is implemented.
8. Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations across the organization, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
9. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
10. Develops and implements annual departmental budget.
11. Facilitates professional development, training, and certification activities for HR staff.

12. Supports departmental leadership in structuring professional development, training, and certification activities for their respective staffs.
13. Recruits, interviews, hires, and trains new staff in the HR department.
14. Oversees the daily workflow of the HR department.
15. Provides constructive and timely performance evaluations of departmental employees.
16. Handles discipline and termination of company employees in accordance with company policy and in coordination with employee's direct supervisor.
17. Performs other duties as required.

Education/ Training/ Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree preferred.
- At least five years of human resource experience as a director or senior manager required.
- SHRM-CP or SHRM-SCP highly preferred.

Skills:

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

Physical environment/ Working conditions:

- Corporate office is located in Monticello, IN.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

Other: Must be goal and organizationally oriented.