



Open Position HR & Safety Manager

Location: Albia, IA 52531
Employee Type: Full Time, Flextime Available
Manages Others: No
Job Type: Professional
Education: Bachelors Degree
Experience: At least 5 year(s)
Travel: Regular
Relocation Covered: No

DESCRIPTION

RELCO is seeking a motivated, affable, and highly detail oriented person to manage the safety, welfare and administration of its growing employees. Duties include labor relations, recruitment, compensation, benefits, workers compensation and safety and training. To qualify the candidate must have a Bachelor's degree, at least 5 years of experience with union labor relations within the manufacturing industry as well as strong knowledge of human resources, safety, labor relations and benefits law.

This position reports to the Chief Administrative Officer in Chicago. Routine travel to the corporate office will be required.

REMUNERATION

\$50,000 - \$75,000 / year

Position is not eligible to receive performance bonus

All employees receive health, dental, vision, disability and life insurance along with 401k

Job classification upgrade may be available based on experience

RESPONSIBILITIES

The Human Resources and Safety Manager has the following job requirements:

- ❖ Human Resources:
 - Serve as a link between management and employees by handling questions, interpreting and helping resolve work-related problems.
 - Ensure compliance with corporate policy, fair employment practices and governmental regulations.
 - Manage employee documentation such as Employee Handbook and Safety Manual
 - Advise and train managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.
 - Perform difficult staffing duties, including dealing with understaffing, firing employees, and administering disciplinary procedures
 - Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
 - Identify staff vacancies and recruit, interview and select applicants.
 - Plan, organize, direct, control or coordinate the personnel, training, or labor relations activities in the location.
 - Provide current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits.
 - Conduct monthly town hall meetings
 - Complete weekly tasks such as attendance tracking, employee records, reviews, etc
 - Conduct investigations on employee relation issues i.e. harassment, safety, etc
 - Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.



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- Analyze training needs to design employee development, language training and health and safety programs.
 - Investigate and report on industrial accidents for insurance carriers.
 - Liaison with the governmental oversight agencies
- ❖ Safety:
- Provide general guidance, direction, advice and regulatory requirements in all areas of occupational safety and health.
 - Provide leadership and direction to operating managers regarding effective accident investigation and management and return to work programs.
 - Maintain OSHA documentation the MSDS books and chemical lists.
 - Conduct weekly safety meetings. Coach and educate all levels of management and employees on environmental safety and health regulations.
 - Identify report and provide solutions for employee safety programs, regulatory compliance and employee health issues.
 - Develop and maintain all company occupational safety and health programs.
 - Receive all OSHA citations and determine appropriate responses and actions under the direction of the General Counsel and the Chief Administrative Officer
 - Receive and review all field safety audits, risk assessments. Complete analysis, measurement and reports as directed.
 - Review all post accident investigations for process and procedure improvements.