

# Conn-Weld Industries, LLC.

HUMAN RESOURCES MANAGER



<b>JOB TITLE:</b>	Human Resources Manager	<b>DEPARTMENT:</b>	Human Resources
<b>Location:</b>	Princeton, West Virginia	<b>Travel required:</b>	Minimal
<b>Level/Salary range:</b>	\$85,000.00 - \$100,000.00 / year	<b>Position type:</b>	Full-Time, Manager Level
<b>HR contact:</b>	Patty Akers, HR Administrator	<b>Date posted:</b>	11/13/2024

## APPLICATIONS ACCEPTED BY:

<b>Contact:</b>	Melissa Wood Chief Financial Officer (CFO)	<b>Email:</b>	careers@conn-weld.com
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## JOB DESCRIPTION

The Human Resources Manager at Conn-Weld will be expected to manage all administrative activities related to the Company's personnel. Their duties include developing recruitment strategies, implementing systems for managing staff benefits, payroll, behavior, and onboarding new employees.

### Role and Responsibilities

This function at the Company is under development and candidates should be willing to assist in building out the functions in this area. Those functions and expectations related to each of them are described below:

#### Hiring:

- Support managers by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes
- Develop processes to track job applicants and their qualifications to present to hiring departments so that they receive the best of available applicants to ensure a broad range of qualified candidates are considered
- Review and revise the onboarding process to streamline the communication between hiring department personnel, applicants, and other affected personnel
- Provide Training and feedback to supervisors to reduce turnover

#### Human resources management:

- Review, revise, and develop policies regarding employment and personnel practices
- Oversee the development and maintenance of employee records, job descriptions, and job classifications
- Develop training for new employees
- Develop training programs for supervisors

#### Benefits administration:

- Work with benefit consultants and brokers related to changes in benefits provided, open enrollment, and compliance with relevant requirements and regulations
- Ensure compliance with filing requirements, regulatory requirements, and reporting
- Provide data when needed for relevant parties

#### Compensation and wage structure:

- Create a compensation strategy for all employees based on market research and pay surveys; keep the strategy up to date

#### Employment law:

- Ensuring compliance with national and local HR regulations, and staying up to date with changes in labor laws and regulations

#### Terminations:

- Assist supervisors in counseling employees
- Support supervisors when terminations are needed and gather all relevant information
- Schedule final termination meetings and ensure compliance with timely pay practices in these situations
- Ensure documentation is maintained in each instance of termination

Develop communication processes to keep all employees informed of relevant information

Ensure the company's compliance with regulations related to employee classification

Complete all other duties as assigned

### Required Education and Qualifications

- Bachelor's degree from a four-year college or university or similar work experience
- 5+ years of experience in progressively responsible human resource roles

### Preferred Skills

- Communication, organizational skills, conflict resolution, teamwork and collaboration, onboarding, worker's compensation, FMLA, employee relations

### Additional Notes

This position reports to [the Chief Financial Officer] and contributes to all aspects of Conn-Weld's business.