

Orion Safety Products HR Position

Benefits

- Medical, Dental, Vision/Hearing and Life Insurances
- 401(k) Retirement Plan (includes profit sharing)
- 10 Paid Holidays, Paid Vacation Time

Responsibilities Summary:

- ***Employee life cycle***
 - Lead recruiting efforts – post jobs, assist supervision in candidate selection, arrange and participate in interviews, etc.
 - Hire and conduct all onboarding tasks - background checks, drug screens, new hire paperwork, orientation, etc.
 - Coordinate benefits enrollments as probationary periods are completed.
 - Enhance the organization’s human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
 - Plan and implement annual refresher training for all production employees as required by law. Maintain all required training records.
 - Support supervision and employees in monthly measures and related incentives.
 - Support supervision and employees in periodic personnel evaluations.
 - Support supervision and personnel in conflict resolution and/or any necessary employee disciplinary actions.
 - Plan employee engagement events
 - Advise leadership of employee morale, suggest programs, events and pay/benefit adjustments.
 - Coordinate exit interviews and process all related documentation.
- ***Benefits Coordinator / Employee Advocate***
 - Present information and facilitate enrollment in all benefits at the appropriate time.
 - Manage relationship with Third Party Administrator of Medical Insurance.
 - Assist employees with questions on coverage, claims, etc.
 - Assist employees with FMLA situation and Short Term Disability Claims.
 - Work with insurance company and medical facility on any work-related injuries requiring treatment.
- ***Manage Petty Cash / Allowance Programs***
 - Reimburse employees according to various allowances. (Includes safety shoes, glasses, clothing, equipment, Wellness Program, winter gear, etc.)
- ***Daily Operations***
 - Keep employee attendance & vacation records.

- Maintain all aspects of employee files ensuring confidentiality and regulatory compliance at all times.
- Process hourly payroll in ADP.
- Understand and ensure that Policies are being followed.
- Know, maintain, and provide feedback on SOPs.
- Assist in the logistics of coordinating all employee meetings, company social events, and other employee related activities such as flu shots and hearing tests.
- Company communication “champion”. Coordinate bulletin boards, hold random discussions with employees to evaluate attitudes . Advise management on any conditions that jeopardize productivity or achievement of the vision.
- Develop and coordinate work force reduction efforts as required.
- Be a safety champion, coordinate and participate in safety committee activities and meetings.
- Ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors.
- Cultivate professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.

This position will start with responsibilities of Human Resources Generalist but offers potential to advance to the Corporate HR Director.

Qualifications Summary:

- Commitment to personal continuous improvement.
- Good communication skills- able to facilitate meetings in an effective manner.
- Able to work in a matrix environment.
- Two years post high school education, or equivalent experience.
- PC experience in spreadsheets and word processing.
- Knowledge of personnel compliance issues in regard to local, state and federal requirements.

Cross Functional Summary:

- Work with all supervisory and management personnel in achieving the Orion vision, safety, wage administration, insurance, and training.
- Advise management on performance and attitudes of staff personnel.
- Advise all supervisors and management on attitudes of production personnel.
- Work closely with management and staff towards achieving the Orion vision to become and remain the **best** manufacturer and distributor of personal emergency signal products on a worldwide basis and to maximize our manufacturing capabilities with low hazard pyrotechnics.