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Director Human Resources

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Company: Midland Recruiters

Location: Stewartville

Category: production

Midland's client, located in Stewartville, MN, manufactures award-winning, modern architectural products for the commercial market. To meet the increased demand for our innovative products, we are seeking to add a Director of Human Resources to our team.

The Director of Human Resources will be responsible for all aspects of the Human Resource Department, including managing the current team of four employees, recruitment, employee relations, employee development, compliance, and benefit administration. This position will report to the Vice President of Finance & Human Resources.

- **Recruitment and Staffing:** - Lead recruitment strategies for hiring qualified candidates. - Managing onboarding and orientation processes for new employees.
- **Employee Relations:** -Address employee concerns, conflicts, and grievances fairly and compassionately. -Promote a culture of open communication and teamwork. -Monitor employee performance and provide feedback and coaching. -Lead planning for company events and get-togethers such as our holiday party, 4th of July parade float, summer picnic, turkey and ham giveaways, bowling league, and the Company apparel store.
- **Employee Development:** -Oversee employee training and development programs and partner with company leaders to meet their needs. • **Compliance:** -Ensure compliance with federal, state, and local labor laws and regulations. -Employee handbook maintenance and

policy development. -Advises executive and management level staff on personnel issues.

- Benefit Administration: - Administer benefit programs, including health, dental, vision, and others. - Assist the Safety Manager with the worker's comp program. - Assist Accounting with payroll and 401(k) programs. - Lead and develop employee recognition programs.

Qualifications: • A bachelor's degree in human resources or a related field is preferred. • Five years of directly applicable experience in Human Resources. • Experienced leader with the ability to lead projects and develop new programs. • Knowledge and proficiency with computer software such as Microsoft, ADP, and Epicor ERP.

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