



VC999 Packaging Systems **HR Manager**

What we need: We are seeking an experienced Human Resources Manager with strong organizational, and people skills. Applicants will possess solid experience in Human Resources to administer benefits, payroll and all other HR functions.

Who we are: A leading manufacturer of thermoform packaging machines located in the heart of industrial North Kansas City. For over 25 years, we've served our global customers by utilizing the best of our technical expertise, old-fashioned hard work, good common sense, and exemplary customer service. With less than 100 employees, we're not a faceless corporation, nor are we a cubicle-farm. We're a down-to-earth group of people who believe in working hard and having fun. Feel free to research us at www.vc999.com. We offer a competitive salary and an excellent benefits package.

Responsibilities & Knowledge

- Administer compensation, benefits and performance management systems and safety programs.
- Identify staff vacancies with department managers and recruit, interview and select applicants.
- Allocate human resources, ensuring appropriate matches between personnel and position requirements.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion and employee benefits.
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
- Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
- Analyze training needs to design employee development, language training and health and safety programs.
- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.

- Plan, organize, direct, control or coordinate the personnel, training, or labor relations activities of an organization.
- Conduct exit interviews to identify reasons for employee termination.
- Investigate and report on industrial accidents for insurance carriers.
- Represent organization at personnel-related hearings and investigations.
- Negotiate bargaining agreements and help interpret labor contracts.
- Prepare personnel forecast to project employment needs.
- Prepare and follow budgets for personnel operations.
- Develop, administer and evaluate applicant tests.
- Oversee the evaluation, classification and rating of occupations and job positions.
- Study legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.
- Develop and/or administer special projects in areas such as pay equity, savings bond programs, day-care, and employee events/awards.
- Provide terminated employees with outplacement or relocation assistance.
- Contract with vendors to provide employee services, such as food service, transportation, or relocation service.

Wild Cards:

Unforeseen events take place. Flexibility and innovation are a necessity. The candidate for this position must be able to prioritize and, on occasion, turn on a dime.

Salary & Benefits:

- Employees receive full paid health insurance. Dental, life, and vision offered.
- 2 weeks vacation per year after 90 days
- Salary commensurate to experience with a reassessment at 90 days

If you've read the requirements and have the skills listed, apply with resume and salary requirements via email to Jobs@VC999.com