

Job Description

Company: Drake Plastics

Job Title: Human Resource (HR) Specialist

Summary:

The HR Specialist role is a dynamic position aimed at creating a best-in class employee experience and effective delivery of HR services and support. This position is responsible for supporting a broad range of HR functions, from recruiting/onboarding, coordination of training/evaluations/compensation, administering benefits, and crafting labor compliance policy and procedures. The primary objective is to ensure all employee administration functions are effective and compliant while delivering maximum value to the organization as a whole.

Primary Duties / Responsibilities: to include, but are not limited to the following:

- Build strong, collaborative relationships with department leaders and individual staff based on trust, credibility, and shared goals
- Write job descriptions, recruit, and onboard staff with department managers
- Assist with employee training/development plans and initiatives
- Lead and coordinate annual performance evaluations and compensation/bonus plans
- Lead and coordinate employee benefit initiatives, including administration and maintenance
- Lead in the development and implementation of HR policies, including the maintenance of the Company Team Handbook
- Monitor overall staff job satisfaction and take action to resolve issues promptly and/or elevate when needed
- Develop and maintain employee files and records
- Ensure compliance with labor regulations and company policies
- Develop and report out on HR performance metrics

Specific Required Skills / Experience / Education:

- Proven work experience (3-5 years) as an HR Specialist or Generalist
- Bachelor’s Degree in HR, Business Administration, or related field
- Good knowledge of employment / labor laws
- Excellent communication and people skills (written and verbal)
- Aptitude for solving problems and maintaining confidentiality
- Organizational skills and ability to handle multiple concurrent tasks and deadlines
- Software expertise: QuickBooks, E2, MS Office

Work Environment / Schedule: (as applicable)

Primary office environment with daily interface with operations and workshop staff. Work schedule is Monday-Friday, 8:30 – 5:30pm.

Drake Plastics is a drug-free workplace, all applicants who receive conditional offers of employment will be subjected to pre-employment drug testing.

Approved By: _____ Date: _____