

# CAREERS IN CORRUGATED: HUMAN RESOURCE MANAGER

## **Executive summary:**

Human Resource (HR) Managers are responsible for all employment-related matters, from recruitment and testing to hiring, managing benefits and insurance. Human Resource Managers ensure that corrugated box plants have the personnel needed to work efficiently.

## **HR Manager responsibilities:**

- Direct all phases of employment from advertising, recruiting, interviewing, testing, and placement, to new employee orientation to exit interviews and unemployment compensation
- Administer employee benefits, including insurance
- Serve as a point of contact for employees, managers, union representatives, arbitrators and legal counsel
- Develop and maintain personnel files
- Develop and maintain reports, records and certification as required by law
- Compile and maintain information on employee leave and absences
- Uphold compliance with union contracts
- Oversee safety director; workman's compensation and work-related incident reports

## **Supervisory responsibilities:**

- Manage HR department
- Responsible for overall department performance
- Address complaints; resolve labor, production issues

## **HR Manager skill sets:**

- Excellent communication; able to speak effectively to employees, managers
- Ability to read and interpret financial statements, regulatory laws, contracts, procedure manuals
- Ability to write reports, correspondence
- Strong math aptitude: ability to calculate discounts, interest, commissions, proportions and percentages
- Good reasoning logic; ability to problem solve
- Computer literacy; ability to use basic software (i.e. Microsoft Word, Excel)
- Thorough knowledge of HR rules, regulations and trends

## **HR Manager education/ experience:**

- College degree
- Five years of experience as an HR generalist

## **Preferred candidates have:**

- College degree in HR/ Personnel Administration
- Experience in manufacturing, union environment

## **Leadership skills required:**

- Demonstrated leadership ability
- Superior time management
- Excellent listening ability; provide positive and corrective feedback
- Employee relations/ conflict resolution
- Teaching skills; ability to help others learn quickly and effectively
- Crisis management; great emotional control