



Job Title: Human Resources Manager

The Human Resources Manager plays a key role in ensuring Helical's strategic initiatives are accomplished, by creating and managing systems that maintain and grow the technical strength of the workforce and the capabilities of the management team. Helical has long-standing relationships with local educational institutions and invests heavily in the education of its workforce. The HR Manager also helps ensure that all employee relations systems remain effective, compliant, and responsive to the needs of employees and the company.

This position currently reports to the Senior Vice President of the Aerospace Products Group and works closely with the Corporate Human Resources group for MW Industries on key initiatives.

ESSENTIAL JOB FUNCTIONS

Duties and Responsibilities

- Creates and manages systems that support the strategic direction of Helical Products and MW Industries. Ensures that a learning culture exists within the plant and that the workforce is prepared to meet technological challenges.
- Leads the development of managers and supervisors in areas of employment law, performance management, and professional development. Provides guidance to supervisors on issues of employee performance, development, or discipline.
- Monitors employee development and creates approaches to addressing talent gaps that may affect the business. Ensures that key employees have an opportunity to grow their skills through training, education, and work exposure.
- Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations; monitors tuition reimbursement program.
- Ensures that Helical remains compliant with all governmental rules and regulations. Reports any concerns or issues to Corporate Human Resources.
- Serves as a member of the MW Industries Lead HR group. Participates in the creation and deployment of corporate initiatives.
- Performs HR transactional work, including new employee onboarding, background screens, new hire paperwork, and I-9 compliance, etc. Acts as backup for payroll processing. The HR Manager must be willing to step in and handle tasks at all levels and provide support to employees in all phases of the employment relationship.
- Answers employee benefit questions, manages the open enrollment period, and drives MW's wellness initiatives within Helical.
- Supports managers in the investigation and reporting of all work-related injuries/incidents. Manages work-related injuries claims.
- Manages FMLA, STD, and LTD claims in coordination with MW's external administrators.
- Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures.
- Manages compliance requirements for employee training as required by quality standards (e.g. AS9100).
- Evaluates reports, decisions and results of department in relation to established strategies.
- Performs other incidental and related duties as required and assigned.



Required Education and Experience

- Minimum of five years of professional/managerial experience in human resources
- Bachelor's degree in HR Management or related field, or equivalent required
- Master's degree in HR Management is preferred, but not required
- SPHR/PHR/SHRM Certification is desirable

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.