

Human Resources Manager - Federalsburg, MD-1301701

Job : Human Resources Management

Primary Location : NA-US-MD-Federalsburg

<http://www.kraftcareers.com/en-us/professional-roles>

Position Summary:

Under the direction of, and reporting to the Plant Manager, this position develops policy and directs and coordinates human resources activities, such as employment, compensation, labor relations, benefits, training, and employee services by performing the following duties.

Responsibilities/Duties:

- Analyzes wage and salary reports and data to determine competitive compensation plan.
- Writes directives advising department managers of Company policy regarding equal employment opportunities, compensation, and employee benefits.
- Consults legal counsel to ensure that policies comply with federal and state law.
- Develops and maintains a human resources system that meets top management information needs.
- Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.
- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
- Writes and delivers presentations to upper management or government officials regarding human resources policies and practices.
- Oversees recruiting, testing, and selection process to fill vacant positions.
- Plans and conducts new employee orientation to foster positive attitude toward Company goals.
- Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment.
- Advises management in appropriate resolution of employee relations issues.
- Responds to inquiries regarding policies, procedures, and programs.
- Administers performance review program to ensure effectiveness, compliance, and equity within organization. Administers salary administration program to ensure compliance and equity within organization.
- Administers benefits programs such as life, health, and dental insurance, pension plans, vacation, sick leave, leave of absence, and employee assistance.
- Investigates accidents and prepares reports for insurance carrier. Coordinates Safety Committee meetings.
- Conducts wage surveys within labor market to determine competitive wage rate.
- Prepares budget of human resources operations.
- Prepares employee separation notices and related documentation.
- Represents organization at personnel-related hearings and investigations.
- Contracts with outside suppliers to provide employee services, such as temporary employees.

Education and /or Experience:

Bachelor's degree in Human Resources of related field; and three to five years related experience and/or training; or equivalent combination of education and experience.

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Kraft provides reasonable accommodation for individuals protected by Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and Title I of the Americans with Disabilities Act of 1990. Applicants who need accommodation in the job application process should contact 847-646-6044 to request assistance.