

JOB OPENING
GENERAL INFORMATION

Posting Date: January 12, 2012 Posting Expires: January 31, 2012
Position Title: Manager, HR/Safety Location: Medford
Reports to: Gen. Mgr. – Medford

Primary Job Functions:

Responsible for implementing Human Resource and Safety policies/procedures to meet organizational needs, and assure compliance with state and federal laws. Provide guidance and training to location management on all aspects of Human Resources management activities i.e., interviewing, hiring, performance reviews, promotions, terminations, safety, training, and employee relations. Heads the Safety Review Committee, monitors regular Safety meetings held by all Supervisors for their direct reports, maintains attendance records of all Safety meetings and training held. This position is the focal point for all Workers' Compensation matters within the facility, including management of the RADAR Safety program, dealing with W/C Claims Adjusters and Regulatory Agency Inspections.

Position Specifications:

Ability to respond in a timely manner to inquiries or complaints from employees, regulatory agencies, and other sources. Ability to effectively present information to management and employees. Ability to define problems, obtain accurate factual data, and bring matters to resolution through recommendations to Management. Must deal effectively with all levels of the Organization, using tact, fairness, and respect for the sensitivity of personal or confidential issues.

Experience Required:

5 – 7 years' experience as a Generalist in Human Resources, preferably in a Manufacturing environment. Must have solid background in Safety and Workers' Compensation, and be able to demonstrate knowledge and experience level in all areas of HR and Safety. Must have experience working with employees who are members of a bargaining unit. Must be an agent for change within the organization.

Education Required:

Bachelor's degree or experiential equivalent. Certificate in HR Management, plus Safety training. PHR or SPHR certification a plus.

Specific Skills Required:

Excellent verbal and written communications skills, the ability to make effective presentations, and proficiency in Word, Excel and e-mail applications required. Must be comfortable with making regular Plant tours and inspections, wearing the appropriate PPE. Ability to delegate effectively, getting results through others who do not report to this position. Must be organized, able to deal with rapid and recurrent changes of reference, priorities, and deadlines. Must be confident and inspire confidence in dealing with others.

CONTACT: Please send resume with cover letter to:

Doug Houston
SierraPine, Ltd.
PO Box 4040
Medford, Oregon 97501
Fax: 541 842-5130
E mail: dhouston@sierrapine.com