

Human Resources Manager - Molecule Labs

Job Description

Molecule Labs, Inc. manufactures private label eLiquid for a variety of brands, distributors and dealers in exclusive territories worldwide. We are seeking a Human Resources Manager to guide the day-to-day Human Resources operations of our manufacturing, warehouse, and corporate offices.

The Human Resources Manager will take ownership and responsibility of all Human Resources functions including, but not limited to, performance management, employee relations, training, recruiting, compliance, and benefits administration.

Primary Duties & Responsibilities:

- Ensure compliance with federal, state, and local employment laws and regulations, including policy development and implementation
- Maintain current knowledge of new laws and legal trends affecting HR-related activities and functions
- Handle employee relations issues professionally by being a resource to employees for questions and concerns, mediating when necessary, and resolving matters appropriately
- Oversee the performance management process
- Model and teach good conflict resolution
- Oversee all recruitment activities
- Oversee activities related to the employment lifecycle including on-boarding, training, and exiting activities to ensure employee satisfaction
- Partner with management team to support and develop employee programs and initiatives
- Manage workers' compensation program, employee LOA's, and all safety programs
- Oversee annual open enrollment and administer benefits programs
- Grow and develop the HR team and supporting roles as required
- Oversee Payroll Administrator and act as a back-up
- Manage HR projects as required

Qualifications:

- College degree or equivalent experience and 5+ years of HR functional and management experience
- Proactive approach to problem solving with a focus on providing great customer service to employees
- Ability to communicate with employees at all levels in an effective, professional, and courteous manner
- Experience delivering best practices in HR
- Ability to handle sensitive and confidential information in a trustworthy manner
- Excellent technical skills, preferably including experience with payroll systems, HRIS software, and MS office products
- Working knowledge of payroll
- Experience in HR at a Plant and Manufacturing site preferred
- Ability to speak Spanish is a plus

Other Skills, Abilities, Knowledge Required:

- Strong organizational skills
- Attention to detail with excellent writing skills
- Ability to multi-task, prioritize, and meet deadlines

- Ability to communicate professionally and proficiently with a diverse employee population
- Effective relationship management and supervisory skills
- SHRM certification preferred

To Apply: Please send resume and cover letter to jobs@options4growth.net