

Human Resources / Safety Assistant Manager

Job Summary:

We are currently seeking a Human Resources / Safety Assistant Manager to be located in Gastonia, NC. This position will partner with employees and managers at all levels of the organization. Key accountabilities of this role include:

- Assisting the Human Resources / Safety Manager in all areas of responsibility, such as: Corporate / Plant Policy Administration, Benefits, Employment Law, Staffing, Performance Management, Employee Development, Dispute Resolutions, OSHA, EPA, Injury Prevention, Accident Investigation, Workers Compensation, Training, etc.
- Collects and analyzes HR / Safety data, and then makes recommendations to management.
- Familiar with a variety of the field's concepts, practices, and procedures.
- Position will primarily support our largest manufacturing facility (1,000 employees) but will also include some support to other group facilities.
- Ability to work without direct supervision.
- Must work well under pressure in meeting deadlines, have flexibility to switch from one task to another as priorities shift.
- Perform additional duties as assigned.

Qualifications, Skills and Experience:

- Bachelor's degree in Human Resources, or Business related field preferred. SHRM and/or CSP certification a plus.
- 5 years progressive Human Resources experience including Health and Safety.
- Strong employee relations experience.
- Ability to manage competing priorities.
- Experience with MS Office applications and HRIS. Other web base applications experience a plus.
- Requires excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to communicate with all levels and functions within the organization.
- Ability to travel domestic and international.
- Local candidates preferred.