Human Resources Manager

Cook Research Incorporated is currently accepting applications for a Human Resources Manager to become a part of our growing Human Resources team.

The Human Resources Manager manages the HR function including staffing, compensation, recognition, employee relations, benefit administration, communications, training and organizational development. This position also manages day-to-day operations and provides leadership and direction to the functional team, and plans, implements and evaluates employee relations and HR policies.

Responsibilities

• Recruit, interview and select employees to fill vacant positions
• Plan, conduct and/or assist with employee orientation and onboarding
• Maintain employment records (hires, terminations, promotions, transfers, etc.)
• Maintain competitive wage and compensation system and administer benefit programs
• Provide leadership, counsel and best practices information to management team
• Support the environmental, health and safety programs
• Ensure legal compliance with regulatory agencies and governmental laws and statutes
• Process payroll
• Maintain HR staff by recruiting, selecting and training employees
• Orchestrate termination processes, including conducting exit interviews
• Consult with and support managers during entire employee lifecycle, including employee performance issues, corrective action processes, and employee development plans and actions
• Must work and interact effectively and professionally with and for others throughout various levels of the global organization
• Must strictly adhere to safety requirements
• Maintain regular and punctual attendance
• Must maintain company quality and quantity standards
• Must have effective oral, written and presentation communication skills
• Excellent problem solving skills and ability to work in collaborative and independent work situations and environments with minimal supervision
• Ability to remain calm and receptive in fast paced situations

Essential Qualifications

• Bachelor’s degree in Human Resources or related field; or experience of such kind and amount as to provide a comparable background
• Minimum 3 years of experience in Human Resources or related field
• PHR or SPHR certification strongly preferred
• Experience in use of the Ceridian Payroll System preferred
• Works under general office environmental conditions
• Sitting for extended periods, utilizes close visual acuity for working with computers, etc.
• The employee is occasionally required to stand; walk and stoop, kneel or crouch
• Some overnight travel may be required

Interested?
To apply, please go to https://www.cookmedical.com/careers and search for this position. Click on the position title to open the position description and submit your application.