
Job Posting – 7/19/19

Human Resources Manager/Generalist

Red Stamp, Incorporated is a leader in providing innovative machinery solutions for material handling. Our Reliable, Efficient, and Durable products are best-in-class and proven to provide substantial return on investment for our customers.

Red Stamp Inc. has a history of product innovation and market leadership. We were named one of the nation's fastest growing companies. The Red Stamp corporate culture is casual, customer-focused and of high-integrity, with a strong commitment to its employees and customers.

We are currently seeking a highly motivated individual to provide employee focused leadership, support and service to all functional areas of the company's operation, including benefits administration, recruitment and retention, record retention, employee relations, compensation, payroll, performance management, and training & development.

Essential Duties and Responsibilities:

- Executes Human Resources initiatives across a broad range of areas, including; work-place safety, performance management, talent management, benefits, compensation, and talent development.
- Ensures compliance with all federal/state/local employment laws and regulations.
- Assists with improving and streamlining operations through the continuous assessment of policies, procedures and program effectiveness, value leveraging technology whenever possible.
- Active member of the Leadership Team.
- Support effective recruiting/retention strategies that focus on diversity in collaboration with hiring managers. Acts as the primary recruiter in keeping a talent pool and ensuring staffing levels are met by an assortment of methods.
- Assist in creating an effective employee relations environment that enables the company to achieve business objectives and builds employee commitment.
- Identifies and coordinates training and development programs for employees.
- Processes weekly payroll.
- Acts as benefits administrator: Creates, updates, and manages benefit programs. Acting as liaison with benefit suppliers and vendors.
- Serves as champion for employee relation activities.
- Performs additional duties as requested to achieve business objectives.

Essential Skills and Knowledge Needed:

- Strong written and verbal communication skills; Demonstrates good listening skills.
- Strong results-orientation and commitment to quality, performance and deliverables.
- Effective multi-tasker with demonstrated ability to prioritize.
- Proven ability to maintain strict confidentiality. Ability to use good judgment and discretion with highly confidential business and employee information.
- Proven ability to establish strong credibility and build relationships and operate in an environment of ambiguity.
- Knowledge of payroll processing. Experience with automated payroll systems preferred.
- Strong computer skills (Microsoft Office)
- Experience with safety efforts within a manufacturing environment.
- Understanding of benefits administration and ability to provide comprehensive support to the organization.
- Ability to identify, create/update training programs.

Essential Job Requirements:

- Bachelor's degree in Human Resources Management, or related field.
- Must have verifiable and strong generalist experience across HR function areas. Prior management experience strongly preferred.
- Certification in Human Resources preferred (PHR, SPHR, SHRM-CP, SHRM-SCP)

Red Stamp, Inc. offers a competitive salary; benefits package; and the professional advantages of an environment that supports your development and recognizes your achievements. Interested candidates may submit their resume and cover letter to hresumes@redstampinc.com

For more information about our company, please visit www.redstampinc.com

Job Type: Full-time, Exempt

Salary: \$52,000 to \$61,500 /year