



Member of H&A Group

HA-International, LLC Job Description

Job Title: HR Manager

Location: Westmont, IL

FLSA Classification: Salaried Exempt

Company:

HA International's history is rich in product innovations, customer focus and strategic growth. HA International (HAI) was created as a joint venture company in 2001 between Hüttenes Albertus (via Delta-HA) and Hexion (formerly Borden Chemical). In 2016, HAI became a fully owned subsidiary of Hüttenes Albertus. Our parent company, Hüttenes Albertus is the leading international manufacturer of chemical products for the foundry industry. We are thrilled to be among a network of subsidiary and affiliated companies that support the foundry industry worldwide.

Reports To: Director of Finance

Date: 06/01/2021

JOB DESCRIPTION

Summary

This role manages corporate human resource responsibilities and aligns human resource initiatives with corporate strategies, including recruitment and employee onboarding, employee training and development, managing external HR vendors, payroll processing, leads performance management system, and handles employee HR related concerns. Coordinates HAI Benefit programs including: Employee health, 401(k) Retirement Plan, medical/dental income protection, short-term disability, long-term disability, workers compensation, life insurance, leave of absence, Flexible Spending (Section 125), unemployment insurance, paid time off (PTO), educational assistance and employee assistance program. Coordinates all relevant functions in preparation of the bi-weekly payroll, including having a thorough understanding of the human resources/payroll system and its modules. Ensures the data integrity in the HR/payroll system through audit and review.

Essential Functions

1. Coordinates the onboarding process for new hires. Assists managers with employee performance related issues, including preparing all relevant forms for terminations, if necessary.
2. Closely collaborate with HAI Leadership team to further development organization capacity and further develop succession planning initiatives.
3. Oversees the Performance Management System and supports managers during this process.

4. Maintains current with HR compliance topics, including best practices; coordinates legal compliance concerns with in-house legal.
5. Leads the administration of compensation program; coordinates the performance appraisal process.
6. Administers health and retirement benefit plans including maintenance of enrollments and terminations. Processes required documents through HR/payroll system to ensure accurate record keeping and proper deductions.
7. Manages HR vendor and insurance carrier relationships, including coding invoices and verifying accuracy, coordinating workers compensation audits, retirement plan audits, and other related vendor responsibilities. Responsible for preparing and maintaining the yearly HR related budget accounts and assisting during mid-year forecasting projections.
8. Coordinates annual benefits open enrollment period. Arranges for distribution of materials from carriers, assists with communicating changes to employees and arranges for on-site representation by providers.
9. Handles employee questions and concerns related to benefit plans.
10. Primary lead for the payroll functions and responsible for timely and accurate distribution of all payroll checks.
11. Responsible for the maintenance the HRIS systems and maintenance of all confidential employee records and personnel files.
12. Manages employees' leaves of absence, including proper application of Family Medical Leave, administration of short term disability and long term disability income, prepares documents for unemployment claims and coordination with COBRA administrator.
13. Assists with handbook maintenance and ensures compliance for the HR policies within the organization.
14. Leads corporate training initiatives and ensures compliance with required EEOC employee trainings.
15. Responds to miscellaneous internal and external inquiries and provides assistance as needed.

Competencies

1. **Courage** - Effective associates know when a course of action is right for the company. These associates make decisions based on business judgment, their sense of integrity, the commonly held values of the company, and the needs of the customer. These associates tell the truth and act ethically at all times. Associates who possess courage have confidence in their ability to make a difference and confront conflict constructively.
2. **Drive for Results** - Associates with a Drive For Results have a desire to get things done, possess a sound work ethic, and demonstrate an unwavering focus on contributing to the bottom line. They consistently meet and frequently exceed performance objectives. Their desire to perform often leads them to establish practical measures that drive sensible business decisions, resulting in the identification of new ways to exceed customer expectations and reduce costs.
3. **Initiative** - Associates with Initiative continually strive to identify opportunities to improve upon individual and organizational performance. These associates think ahead and take action to create opportunities for the future. They are proactive and, while exercising sound judgment, carry out their job responsibilities with little guidance from their immediate supervisor.
4. **Information Seeking** - Outstanding associates use a variety of sources of information to keep informed about issues and topics relevant to their specific job responsibilities and the overall

company. These sources of information may be found both within the company (other associates, internal publications) and outside the company (professional contacts, industry affiliations).

5. **Collaboration** - Associates who are outstanding partners find personal satisfaction in working with others to achieve success. This satisfaction drives the associate to collaborate with and support colleagues across the organization. Individuals who are excellent partners work well as part of a team; they listen and respond to others with respect; and they contribute and act on behalf of the larger group, even when it may involve sacrificing their own interests.
6. **Organizational Awareness** - Associates who possess organizational awareness understand how their job responsibilities contribute to the success of the larger organization and recognize the way in which their contributions ultimately impact the company's customers. In order to see the "big picture," it is important for associates to understand the formal and informal structure of the organization AND how the organization interacts with the world outside of HAI.
7. **Communication skills** - Understand and communicate effectively with others using a variety of contexts and formats, which include writing, speaking, reading listening and interpersonal skills.
8. **Integrity** - Earns the trust and confidence of coworkers and customers through honest communication, ethical behavior and professionalism in all interactions.
9. **Problem Solving** - Breaks down problems into smaller components, can simplify and process complex issues, can identify and understand root cause.
10. **Time Management** - Spends time on what is important; does not waste time on unproductive or low priority tasks. Produces excellent results despite time restraints. Capable of managing and prioritizing both everyday responsibilities and broad level, longer term objectives. Comfortably delegates tasks and responsibilities; monitors performance of others without micro-managing.

Skills

1. Knowledge HR systems and databases (Paylocity).
2. Knowledge of Labor Laws and familiarity with COBRA, ERISA, HIPAA, FMLA, and related state and federal regulations required.
3. Understanding of payroll processes and payroll tax laws.
4. Ability to prioritize tasks and delegate with necessary
5. High level of interpersonal skills to handle sensitive and confidential situations
6. People Oriented; Strong oral and written communication skills.
7. Handles themselves with integrity, professionalism, and confidentiality
8. Proficiency in Microsoft Word and Excel is preferred.

Education and Experience

1. Bachelor's degree in Business, Human Resources, or equivalent combination of education and experience preferred.
2. Minimum of 10 years of experience working with a HR department
3. Minimum Three to Five years managing and directing HR staff

Supervisory Responsibilities

This role will supervise the HR Administrator

Work Environment

Position resides in an office environment where sitting may be required for long periods of time.

Physical Requirements

Physical: Walking, driving, standing, lifting, sitting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, reaching, fingering, talking, hearing and seeing.

Aptitudes: Must possess the ability to understand the meaning of words and their ideas, as well as instructions and their underlying principles. Perform arithmetic operations quickly and accurately, and possess eye-hand motor coordination.

Temperaments: Must have the ability to accept responsibility, perform duties under stress, adapt to situations requiring precision, and adapt to changing duties and responsibilities. Must be able to adapt to situations involving the interpretation of feelings, ideas, or facts; be able to influence people's opinions, attitudes, or judgments; and be able to generalize, evaluate, make decisions, and perform repetitive work.

Travel

Travel (up to 10%) may be required to our facilities and for other miscellaneous business trips.

EEO statement

HAI is an Equal Opportunity Employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at HAI will be based on merit, qualifications, performance, abilities and business need. HAI does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, marital status, physical or mental disability, veteran status, sexual orientation, gender identity, genetic information, ancestry, pregnancy or any other characteristic protected by applicable federal, state or local law.