

## Human Resources Manager

**Location:** Harrisville, WV

**Company Summary:** Troy Nonwovens uses recycled plastic materials to create a clean and lightweight synthetic fiber used in numerous commercial applications such as padding, linings, insulation, and industrial filters. Troy currently focuses on automotive applications and supplies material to 1<sup>st</sup> tier customers for both thermal and acoustic products. The company operates multiple lines of mechanically bonded PET.

**Objective:** As a key member of our management team, the HR Manager will be responsible for overseeing all aspects of human resources operations, including recruitment, selection, onboarding, employee relations, performance management, compensation, benefits administration, and compliance with federal and state laws and regulations. We are looking for a candidate who is passionate about creating a positive work environment that fosters employee growth and development while supporting the company's goals and objectives. The ideal candidate will have at least two years of HR experience in a manufacturing or industrial setting and possess strong communication, interpersonal, and leadership skills. If you are a proactive, detail-oriented, and results-driven HR professional, we encourage you to apply for this exciting opportunity.

### **Essential Duties and Responsibilities:**

- Develop and implement HR policies and procedures that comply with federal and state laws and regulations.
- Manage recruitment, selection, and onboarding processes for all new hires.
- Administer employee benefits programs, including health insurance, retirement plans, and paid time off.
- Maintain employee records and ensure compliance with record-keeping requirements.
- Develop and conduct training programs for employees on various topics, including safety, compliance, and performance management.
- Advise and coach managers and supervisors on HR-related issues, including performance management, disciplinary actions, and employee relations.
- Conduct investigations into employee complaints and recommend appropriate actions to address concerns.
- Manage the company's compensation program, including salary surveys, job evaluations, and performance reviews.
- Conduct exit interviews and recommend changes to improve retention and employee satisfaction.
- Manage to HR KPI's and provide insight into developing departmental metrics.
- Other duties, as assigned by Management.

### **Education and Experience:**

High School diploma or general education degree (GED) required, bachelor's or associate degree preferred; Minimum of 2 years related experience. Experience with a union workforce is a preference.

**Job Knowledge, Skills and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of federal and state laws and regulations related to HR.
- Strong communication, interpersonal, and leadership skills.
- Ability to handle sensitive and confidential information with discretion.
- Excellent organizational and time management skills.
- Proficiency in Microsoft Office.
- Detail-oriented with the ability to prioritize when necessary.
- Computer skills, such as MS Office (Word and Excel) and email.
- Strong written and verbal communication skills.
- Mathematical skills, such as addition, subtraction, multiplication, and division.
- Ability to follow oral and written instruction.

**Training Requirements:**

General Safety  
Department-specific procedures and work instructions

**Personal Protective Equipment:**

PPE is required when working in the plant and may include the use of safety glasses, hearing protection, steel-toed shoes, cut-resistant gloves, and sleeves.

*\*\*\*Offers of employment will be contingent upon satisfactory results of medical exams, drug tests, and background checks\*\*\**