# Job Description

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| **JOB TITILE:** HR/COMPLIANCE/SAFETY MANAGER | **JOB CODE**: TBD |
| **DEPARTMENT:** Administration |
| **LOCATION:** Quality Textile Services, Inc. – Raleigh, NC |
| **REPORTS TO (TITLE):** Business Manager of QTS, dotted line: General Manager of the Local Facility |
| **DIRECT REPORTS (TITLES):** None |
| **LEVEL:**  | **FULL-TIME:** [x]  **PART TIME:** [ ]  **EXEMPT:** **[x]  NONEXEMPT:** **[ ]** *(Indicate FT or PT and exempt or nonexempt status by double clicking on the appropriate box and selecting “checked”)* |
| **MAJOR PURPOSE OF THIS JOB:** Primary responsibility to perform the functional HR responsibilities for Quality Textile Services |
| **JOB DUTIES AND RESPONSIBILITES:** * Maintain knowledge of current legal requirements and government reporting regulations affecting human resources functions.
* Ensure compliance with all federal, state and local employment laws including FMLA, ADAAA, FLSA, ADEA, Wage & Hour, OSHA, DOT, DMV along with company policies.
* Conduct recruitment effort for all exempt, nonexempt and temporary workers (if needed); place external and internal advertisement for recruiting; work with supervisors to screen and interview candidates and extend job offers.
* Conduct new-hire orientation with a focus on compliance and safety.
* Review corrective counseling and attendance occurrence events as recommended and drafted and prepared by department heads to ensure timeliness, accuracy and consistency. Resolve employee disputes and complaints in an orderly and professional manner
* Review employee performance reviews as drafted and prepared by department heads
* Conducts exit interviews.
* Maintain employee records and files, to include all job applications.
* Ensure compliance with IRCA with proper I-9 documentation and filing, and E-Verify procedures.
* Manage a healthy relationship with each department and make recommendations on new approaches and procedures in relation to the plant’s established goals.
* Participate in safety committee and audits and manage incident investigations and WC claims.
* Participate in administrative staff meetings and attend other meetings as required.
* Assist in managing the ADP HR and input data as needed; including emergency contact information, entering new hire information, address changes and making status changes and pulling reports when needed.
* Walk the plant and engage with employees regularly.
* Schedule review and update of all job descriptions, HR and safety policies annually.
* Recommends updates to employee handbook as required.
* Perform other duties and projects as assigned.
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| **WORKING CONDITIONS:** * Typically located in an indoor area with little exposure to excessive noise, dust, temperature, etc. Frequent time in a production or warehouse environment may be required to meet operating company needs
* Minimal travel required.
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| **EXPEREINCE, KNOWLEDGE, AND SKILL REQUIREMENTS:** *(List the minimum requirements for the position.)** 3 to 5 years of human resource experience, preferably in a manufacturing setting or plant environment.
* Operationally focused and able to link the plant's operational needs with its HR requirements.
* Able to communicate, multitask and establish priorities.
* Able to manage organization in a changing environment.
* Ability to function both tactically and strategically.
* Strong interpersonal and communication skills.
* Possess knowledge of ADP HR Software Applications, MS Office products including Outlook Express, Word, Excel, PowerPoint, G Suite etc.
* Proficiency in English required.
* Previous employee relations experience preferred.
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| **EDUCATION AND TRAINING REQUIREMENTS:** *(List the minimum requirements for the position.)** Bachelor’s degree with a concentration in Human Resource Management, Business Administration or related field.
* Current PHR or SPHR Certification through HRCI preferred.
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**PHYSICAL REQUIREMENTS:** *(List specifics of required lifting, carrying, standing, climbing, and movement activities.)* ADA: Quality Textile Services will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and its amendments**.**

**CATEGORY A:**

(Activities to equal 100%)

1. Standing 5%
2. Walking 15%
3. Sitting 80%
4. Kneeling 0%
5. Crouching 0%
6. Crawling 0%

**CATEGORY B:**

(Degree of Exposure)

1. Talking Extensive
2. Hearing Extensive
3. Reading Extensive
4. Seeing Extensive

**CATEGORY C:**

(Degree of Exposure)

1. Reaching Moderate 2) Climbing Never
2. Grasping Moderate 4) Balancing Limited
3. Pushing Limited 6) Bending Limited
4. Pulling Limited 8) Twisting Limited
5. Manual Dexterity Moderate 10) Stooping Limited

**CATEGORY D:**

(Physical Strength Requirements - Lifting)

How often?

< 10 lbs Moderate

11 lbs to 20 lbs Limited

21 lbs to 30 lbs Limited

31 lbs to 50 lbs Limited

> 51 lbs Never

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| **DATE PREPARED:** | **APPROVED BY:** |

*While this job description is intended to be an accurate reflection of the position, management reserves the right to modify, add, or remove duties and to assign other duties as necessary. Furthermore, all duties and responsibilities are essential job duties and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*