Downloaded from <https://www.velvetjobs.com/job-descriptions/plant-human-resources-manager>

# Example of Plant Human Resources Manager Job Description

Our innovative and growing company is looking to fill the role of plant human resources manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for plant human resources manager

* Arranges and administers plant safety programs in order to maintain safe and healthful working conditions
* Establishes and develops programs in all areas of employee and labor relationsin order to maintain a climate of trust and confidence
* Manage the recruitment process for all hiring, for both internal and external job postings, in consultation with the management team
* Ensure all governmental and regulatory requirements are met by maintaining accurate records
* Participation and oversight in all full life cycle recruiting activities to the sites
* Contribute to the business objectives by helping business leaders identify, prioritize, and build organizational capabilities, behaviors, structures and processes
* Provide expert advice and coaching where appropriate
* Assist the business leader to provide employees with development opportunities and ensure current and future performance standards are met
* Administer the local Workers' Compensation program, oversee the unemployment claims process and management of relationship with company panel health care providers
* Recruit candidates for all hourly and salaried positions using behavioral based interviewing techniques and company mandated selection tools

## Qualifications for plant human resources manager

* Familiarity with lean manufacturing processes preferred
* Bi-lingual preferred (where applicable)
* 4 years of HR management experience, management in a 24/7 manufacturing environmentpreferred
* College degree in HR management or related field
* Minimum six (6) years’ experience human resources generalist/management experience preferably in a manufacturing environment
* Ability to work for long periods of time, under pressure, to produce results