

Deluxe Plastics
JOB DESCRIPTION

JOB TITLE: Human Resource
REPORTS TO: Plant Manager

STATUS: Exempt
DATE: April 2026

Position Summary:

Enhances the organization's human resources team by planning, implementing, and evaluating employee relations, employment policies, procedures and practices. Responsibility includes payroll and rewards and recognition programs as well as developing, promoting and overseeing workplace safety initiatives, OSHA compliance and incident investigations. Along with administering employee benefit programs, this role involves recruiting and developing training and development programs.

Principal Duties and Responsibilities:

- Coordinates health, dental, 401k along with life and disability insurance enrollments, updates, etc. and communicates with service providers concerning routine administration of programs.
- Processes monthly billings from insurance providers. Reviews invoices for accuracy. Resolves discrepancies with carriers and within payroll.
- Keeps employee records up to date by processing employee status changes in a timely fashion.
- Processes paperwork required to place employees on payroll.
- Supports employee opportunities for development.
- Supervises Shared Services Assistant, delegates projects as appropriate, assures coverage of phone system and front desk in assistants' absence.
- Supervises HR Associate, delegates projects as appropriate to accomplish tasks of the department.
- Reports and monitors all child support related activity.
- Receives and administers wage garnishment information; communicates with garnishee as needed.
- Active in hiring process by coordinating job postings on Web sites, reviewing resumes, performing telephone and in person interviews.
- Updates job descriptions as necessary; monitors performance evaluation program and makes updates as needed.
- Develops, recommends, and implements personnel policies and procedures; performs benefits administration to include claims resolution, change reporting, approving invoices for payment.
- Administers reward and recognition programs.
- Maintains OSHA compliance via safety committee, contact with company nurse and OSHA reporting.
- Conducts recruitment effort for all exempt and nonexempt personnel, and temporary employees; monitors employee relations counseling, and exit interviewing; writes and places advertisements as needed.
- Establishes and maintains department records and reports. Participate in various staff meetings and attends other meetings, such as seminars.
- Participates in audits from customers, internal or external sources.
- Processes payroll and maintains payroll system including Journal entry information for controller.
- Verifies both former and current employee status as needed.
- Oversees facility access system as well as onsite cleaning service.
- Responsible for maintaining safety including; recognize hazards, human or product, and take required action to eliminate them, know and practice safe lifting, bending and pulling/pushing procedures, know the location of safety data sheets (SDS) and other appropriate safety devices, know the procedures for fire evacuation, severe weather and power failure, use equipment properly and know the safety features, be familiar with the lockout/tagout procedures, and know location / items available of the first aid station.

- Assures a high level of safety for self and co-workers. Support the required standards to ensure the environmental, health, safety, and security of employees.
- Provide safety orientation training for all new employees and existing employees as well as all visiting contractors as needed.
- Promote, enforce and build safety awareness and a culture of injury-free attitudes by demonstrating honest, genuine care and passion for safety.
- Participate/investigate all near miss, incident, injury, or illness investigations to discover root cause and develop corrective actions to prevent reoccurrences.
- Conduct plant workplace inspections and audits to identify work hazards and exposure. Take action as needed to address safety concerns.
- Follow through with corrective actions. Complete and track safety related work orders as needed.
- Coordinate annual hearing tests, evacuation drills, and other regulatory tasks.
- Facilitate Safety Committee meetings, maintain minutes, audits and action plans.
- Aid in maintaining the Safety Data Sheets (SDS) and safety equipment (PPE) used by the facility.
- Maintain an active presence throughout the facility to provide feedback, coach and educate others as it relates to unsafe acts and behaviors.
- Develop and facilitate plant wide training objectives to include tracking and documenting training activities.
- Review and update all OSHA or other safety related policies and procedures.
- Understands quality policy.
- Other duties as may be necessary to fulfill the responsibilities of this position.

Working Relations and Scope: Has daily contact with all areas and departments within and outside of the facility.

Performance Standards:

Quality, accuracy, timeliness, reliability, and thoroughness of work performed. Team-oriented attitude. Customer satisfaction with services provided. Effectively communicates and develops good working relationships with others. Appropriate workplace appearance and conduct. Participates in training as appropriate. Maintains positive body language. Reports to work regularly and on time. Understands and adheres to company policies and procedures.

Knowledge, Skills and Abilities:

- **Education/Experience/Training:** Bachelor's degree in human resources management or any appropriate combination of education and/or experience. Previous environmental, health and safety experience in manufacturing preferred. Excellent problem identification and resolution skills. Decision-making skills and the ability to work independently is a must. Must be able to make decisions using independent judgment. Oral and written communication, interpersonal, persuasive, leadership and negotiation skills are required to interact with all levels of management, staff, employees and external customers.

Skills/Abilities:

- Must possess strong problem solving, communication and interpersonal skills.
- Excellent written and verbal communication skills are necessary.
- Sense of urgency and accuracy of work being performed is critical.
- Must possess strong management skills; demonstrate ability to prioritize multiple projects.
- Proficient in Microsoft Office - specifically Word, Excel, PowerPoint and Outlook

Job Conditions/Work Location: Work is performed indoors in an office environment. Frequently enters production and other areas of facility. Normal office noises are present. Computer, phone and other related office equipment used daily.

Physical Requirements: Job is performed mostly sitting with frequent movement around office and other areas of the facility. Lifting and carrying up to 10 lbs. is occasionally required.

Equipment Used: Calculator, copier, computer, phones and other related office equipment used repeatedly.

EMPLOYEE ACKNOWLEDGMENT:

This job description describes the general nature and level of work performed by employees assigned to this position. This description does not state or imply that these are the only duties and responsibilities assigned to the job. Employees may be required to perform other job-related duties as requested by their supervisor or by management. All requirements are subject to change over time, at the discretion of management, and to possible modification to reasonably accommodate individuals with a disability.

I have read and understand the above job description. I have reviewed these duties for which I am responsible, as well as the minimum requirements of this position with my manager. I understand that this document does not create an employment contract. I understand that I may terminate my employment relationship at any time and the Company maintains a similar right.

Employee Name (Please Print)

Date

Employee's Signature