

If you are looking to join a long term growing company, Shrader Tire & Oil has an exciting opportunity for an experienced **Human Resources Business Partner!** Located in Toledo, Ohio, Shrader Tire & Oil (STO) has been providing products and services to the Commercial transportation/fleet industry throughout the tri-state area since 1948. Partnering with Michelin and Chevron, STO's team is recognized for high quality products, innovation solutions, and extreme customer service. We provide ways to help reduce costs and improve the performance of tires, lubricants, and mechanical services.

The HR Business Partner (HRBP) is responsible for developing and executing human resources programs and policies in the areas of compliance, compensation and benefits, administration, talent acquisition and retention, development, performance management, employee relations, and worker's compensation. Flexible, collaborative and hands-on, the HRBP is a proactive partner and a member of the STO executive leadership team and will be responsible to develop and mentor the HR Generalist.

Although the HRBP will be a key member of STO's Strategic Planning Process, this person must be very hands-on and involved in daily interactions and situations with managers and employees. Must be able to prioritize and juggle multiple tasks at the same time and find ways to continuously improve and advance STO to the next level of HR. STO has already taken steps to advance to a new HR platform starting in June 2018, which will utilize technology, increase the speed of hiring, provide dashboards and better metrics to managers and provide for greater capabilities for employees and managers.

### **People and Culture**

- Provide overall HR leadership for STO
- Consult and collaborate with our managers to build and maintain a productive and collaborative work environment
- Advise all leaders and managers on a wide variety of sensitive HR issues (e.g. discipline, hiring, compensation, promotions, etc.)
- Bring a thoughtful and purposeful approach for training and development that is aligned with the strategic goals of our company
- Create effective performance review programs which are designed to measure individual performance and identify opportunities for improvement
- Develop succession planning and career programs to support our company's continual growth
- Customize programs and timelines for those entering or exiting positions
- Increase job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Responsible for ensuring that all job descriptions are accurate and up to date and that each employee has one
- Establish directives for improving employee engagement and retention
- Working closely with the STO leadership team, develop and implement an effective employee communication plan
- Serve as a trusted advisor for all employees

### **HR Programs and Process Enhancements**

- Build and enhance our Human Resources processes to ensure we have the efficiencies and scalability required to grow our company and serve our customers
- Bring structured programs that can be successfully adopted in the organization and are aligned with our culture
- Drive for consistency in work practices across departments and locations
- Manage risk management initiatives such as Employee Wellness, workers compensation, and OSHA etc.
- Establish HR service levels and key metrics to monitor, evaluate and improve
- Administers a wide variety of HR policies and processes ensuring STO's compliance with HR as well as the Department of Transportation related laws and regulations.

### **Recruiting and Onboarding**

- Manage the hiring process and collaborate with the STO Leadership Team and Hiring Managers to attract the very best talent
- Identify and recruit on a timely and organized basis the talent needed to help the company achieve its objectives

### **Compliance, Administration and Employee Relations**

- Develop appropriate policies and programs to support our staff and ensure that policies and practices are consistently applied and meet relevant labor law and regulatory requirements
- Develop organization compliance programs and training as needed
- Comply with federal, state, and local legal requirements by reviewing existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Establish HR organization direction by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, benefits, training and development, health and safety, succession planning, employee relations and retention, and EEO compliance.

### **Compensation and Benefits**

- Develop, recommend and maintain competitive and creative compensation programs for all employees
- Coordinate benefit analysis and contract renewals with STO's broker(s)

Also perform all other duties, activities and responsibilities considered reasonable in terms of the scope and spirit of this job description.

### **Qualifications:**

- Bachelor's degree from an accredited institution required. Master's preferred.
- Minimum of ten years of HR experience required with progressive responsibility.
- Minimum of 5 years in a supervisory role.
- Knowledgeable about COBRA, FMLA, EEO, Unemployment, ADA, DOT regulations and other regulations that affects Human Resources. Working knowledge of multiple human resource disciplines including recruiting, compensation practices, organizational diagnosis, employee relations, performance management, federal and state respective employment laws
- Experience in coaching, conflict resolution, and influence skills
- Organization, initiative, follow up, attention to detail
- Excellent communication, written, verbal and interpersonal skills
- Displays sound judgment to problem-solve and take corrective action
- Ability to work collaboratively and effectively with others
- Experience in an organization with multiple locations
- Ability to travel between our offices as needed

Qualified candidates must have a can-do attitude and be willing to be hands-on. Must also be able to demonstrate a successful track record of HRBP or HR Manager responsibilities and experience in the above areas.

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