# NOW HIRING

**HUMAN RESOURCE MANAGER**

# Qualifications:

* Bachelor’s Degree Required
* 5-7 years relevant experience
* Working knowledge of multiple HR disciplines including employee relations and recruiting.
* Experience in Occupational Health Safety and Environment Management Preferred

# Responsibilites:

* Develop and manage the administration of various HR plans and procedures for company personnel.
* Ensure compliance with all federal, state, and local laws
* Work closely with management and employees to improve work relationships, build morale, increase productivity, and retention.
* Manage payroll and employee benefit offerings and enrollment
* Serve as a leader in creating a safe work environment in partnership with management.

Send your resume to PO Box 91, Napoleon, OH to apply

*\* We are an Equal Opportunity Employer \**