

## The Ulven Companies – Job Description

**Position:** Human Resources (HR) Manager

**Reports to:** CEO

**Purpose:** The HR Manager serves as the employee's advocate and guides the company in planning, recruiting, employee growth, and compliance.

### Responsibility:

The Ulven Companies is a very collaborative organization, so employees may be asked to participate in tasks outside of their normal scope. With that in mind, these are the primary responsibilities of the Human Resources Manager.

- Identify employee relations practices necessary to maintain an excellent employee-employee relationship.
- Provide clear and effective methods for employees to identify successes, suggest improvements, and report illegal/unethical activities. Processes must ensure that employees are protected against retaliation.
- Conduct investigations when employee complaints or concerns are brought forth.
- Create a recruiting process, interview prospective employees, and train others to perform effective interviews.
- Ensure that all employee paperwork is accurate and complete.
- Manage company payroll system. Execute bi-weekly payroll.
- Manage company benefits system. Ensure that all employees are aware of how to use benefits.
- Manage the corporate org chart to maintain succession planning and talent pipeline.
- Manage annual performance evaluation process. Ensure that supervisors are properly trained to perform effective evaluations.
- Assist supervisors in creating job descriptions.
- Develop KPIs to monitor HR effectiveness.
- Research benchmarks for industry wages and suggest improvements to pay practices.
- Ensure that the company is in compliance with all government HR regulations.
- Provide training systems for supervisors to continuously improve skills in management, motivation, communication, and compliance.
- Mediate all disciplinary discussions and ensure that they are properly documented.
- Make suggestions to changes in the employee manual and execute changes as directed by management.

### Requirements:

- Bachelor's Degree in Business, HR, or Organization Development is desired
- 5+ years of experience in HR roles
- Outstanding interpersonal skills. Empathetic. Ability to mentor/be mentored.
- Excellent ability to use Word, Excel, PowerPoint
- Experience with payroll/HR management systems, ideally Paylocity
- Clear understanding of HR governance, processes, and regulations
- Experience in benefits administration
- The highest standards of accuracy, precision, confidentiality, and ethics are expected
  
- **Salary: Commensurate with experience**
- **This is an exempt, salaried position**
- **Offer subject to passing a drug test**
- **Equal Opportunity Employer**

### About The Ulven Companies

The Ulven Companies is a private, family owned group of five operating companies all providing products in the metal foundry, forging, and machining space. The company has been located in Hubbard, OR since 1973, and the long tenure of employees is a testament to the company's dedication to the staff and the community. The organization readily adopts modern business and operational practices to ensure stability in an ever-changing market and to drive modest growth.