



Named as one of the fastest growing private companies in the United States by Inc. Magazine and Crain's Fast 50, and recently awarded the Corp! Magazine 2018 Economic Bright Spot Award in the Enterprise Business category, Neapco designs, manufactures, and distributes OEM driveline products for automotive and non-automotive applications throughout the globe. To guarantee high-performance, but competitively priced products, we combine innovative in-house design, efficient production, low-cost sourcing of materials, and quality assurance processes, with high quality people.

Neapco is currently seeking to fill the position of Human Resources & Environmental, Health & Safety (EHS) Manager to take on the responsibility of ensuring our company culture welcomes and retains an engaged and diverse population. The successful candidate will be accountable for managing all aspects of Human Resources & EHS and will ensure all strategic and tactical objectives are attained in an efficient and effective manner. The Human Resources & EHS Manager will be a key strategic business partner to the leadership team. This position will report functionally to the Vice President, Global Human Resources, and locally to the Plant Manager. This position is based at our facility located in Beatrice, Nebraska. It is extremely important this leader be aligned with Neapco's Core Values of Partnership, Passion, Agility, Teamwork, Integrity, and Diversity. Compensation dependent upon qualifications.

Job Description: Human Resources & EHS Manager

Responsibilities:

The essential functions include, but are not limited to the following:

- Support the company's vision, mission, values, and goals in the performance of daily activities
- Provides leadership, mentoring, and coaching to the plant human resources and leadership team
- Develops team member retention strategies, evaluates team member morale, and leads team member appreciation events
- Manages talent acquisition process, including sourcing, testing, interviewing, hiring, and onboarding
- Administers team member benefit programs, annual open enrollment, and conducts team member benefit program training
- Monitors and implements team member performance appraisal system, training managers, and assisting with development of performance improvement plans
- Performs training needs assessments, partnering with departmental managers to develop and administer training plans
- Advises management in appropriate resolution of employee relations issues
- Investigates and resolves team member concerns; counsels team members and supervisors; trains managers on coaching and discipline of team members
- Advises management on and assists with the development, application, and interpretation of company human resources policies and practices
- Monitors implementation of policies concerning wages, hours, and working conditions to ensure compliance with company's internal strategies and as required by law
- Maintains compliance with all policies, procedures, documents, and governmental regulations (OSHA, EEOC, DOL, IRS etc.)
- Coordinates and prepares legal documentation for unemployment hearings
- Manages health and safety compliance initiatives, workers compensation, and risk management prevention programs strategies

- Oversees the maintenance, communication, and legal compliance of team member records as required by federal law, state law, and company policy
- Develops annual departmental budget, identifying budgetary needs and monitoring spending
- Tracks and reports status of performance to objective of Human Resources KPIs
- Supervises work activities of Human Resources staff, conducts annual performance reviews, suggests opportunities for career development
- Partners with Global Human Resources Leadership Team to establish best practices and develop unified procedures
- Develops, communicates, and trains facility team members regarding company initiatives, policies, and procedures
- In partnership with Plant Manager, support the company social responsibility engagement initiative

Core Requirements

- Bachelor's Degree in Human Resources, Labor Relations, Business, or equivalent, from an accredited college or university; Master's Degree a plus
- Fifteen (15) or more years of Human Resources experience, with at least ten (10) years of Human Resources Management experience in a fast-paced manufacturing environment
- Must have strong administrative, written, verbal communication, organization, and planning skills
- Demonstrated ability to work independently and within teams, and exercise sound judgment, decision-making, and problem-solving
- Must be efficient, with a strong attention to detail and the ability to compile, analyze, and interpret data to guide strategic planning
- Demonstrated working knowledge of employment law and industry best practices
- Ability to influence business leaders to drive Human Resources initiatives
- Experience leading teams and managing employees
- Experience with creating a culture of engagement, collaboration, and teamwork
- Ability to handle sensitive and confidential information appropriately
- Ability to adapt to changing priorities, meet deadlines and work well under pressure
- Self-motivated individual with the desire to succeed and motivate others
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook) and Human Resources Information Systems (HRIS)

Neapco recognizes that our team members are our most valuable asset, and we are committed to providing them with a safe, drug-free workplace fostering respect and ethical treatment. Unlawful discrimination in employment decisions based on race, color, religion, ethnic/national origin, age, sex, veteran status, disability, or any similar protected status is strictly prohibited.

In return for their expertise and shared commitment to our goals, we offer our team members competitive salaries and a comprehensive benefits package.

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