Endicott Clay Products Company, a nationally recognized manufacturer of quality brick, is looking for a Human Resources Manager. Core job functions include hiring, interviewing staff, orientations, timesheet management, FMLA administration, Workers' Compensation, and enforcing company policies and procedures.

Bachelor’s degree in human resources, or related field, or equivalent years of experience required. A minimum of 2 years of human resource management with preference given to prior experience in a manufacturing environment. A bilingual candidate is preferred but not required. Must be fluent in English, have strong organizational and communication skills, and be able to multitask, and work in a fast-paced environment. Must be proficient in Microsoft applications and have outstanding attention to detail. Apply online at https://www.endicott.com, at 57120 707th Rd, Endicott, NE, or email your resume to judyb@endicott.com. EOE