**Title: Human Resource Specialist**

**Job description**

Bettcher Industries has a Human Resource Specialist position available due to a retirement.  The position will report to the Vice President of Human Resources and will be part of a four-person global human resource team. This position provides an opportunity for someone who is interested in learning and expanding their responsibilities in human resources and is interested in growing their career. The Human Resource Specialist will be responsible and accountable for both administrative functions within the Human Resource team and special projects as assigned within Human Resources. The projects and activities will primarily be at the Bettcher (Ohio) location, but will also assist for other Bettcher companies and locations – including Gainco and Exsurco. Bettcher Industries is a 100% ESOP (employee owned company with fantastic benefits, an exciting culture, and a dedicated workforce.

This position will work with all levels of the organization and will have responsibility for administering health and welfare benefits, performance management and the merit review process, as well as administering FMLA, workers’ compensation and other federal and state compliance programs to ensure they are administered in accordance with federal and state regulations. This role also provides administrative support to the human resource function as needed, including record-keeping, file maintenance and HRIS entry, onboarding, policy implementation, recruitment/employment, affirmative action and employment law compliance. There will be opportunities to recruit, primarily for our production, maintenance and assembly positions. In addition, this role will have employee relations responsibilities. Finally, this role is important in leading and supporting many of the employee-related activities that the company offers to our employees.

For someone who is detailed-oriented, excels working in a fast-paced environment, and who is seeking an opportunity to make an impact and grow their career with an ESOP company, this position will be an excellent opportunity.

**The essential duties and responsibilities of the Human Resources Specialist include, but are not necessarily limited to the following:**

1. Administers health and welfare plans, including enrollments, changes and terminations. Communicates with service providers and acts as liaison with employees on their health and welfare plan questions.
2. Administers various human resource plans and procedures for all organization personnel; assists in the development and implementation of personnel policies and procedures.
3. Completes Forms I-9, verifies I-9 documentation and maintains I-9 files. Submits online investigation requests and assists with new-employee background checks.
4. Reconciles benefits statements, approving invoices for payment and communicating benefits information to employees.
5. Files EEO-1 report annually, and maintains other records and logs.
6. Conducts audit of benefits or other HR programs and recommends corrective action.
7. Processes all terminations.
8. Notifies managers of upcoming annual performance reviews and the merit process timing. Coordinates salary increases through the approval process and enters into HRIS system.
9. Ensures COBRA compliance and notifications to impacted employees. Coordinates benefits continuation, collection of payments and processing.
10. Administers workers’ compensation, short-term and long-term disability, and FMLA as necessary.
11. Maintains personnel files and employee directory.
12. Keeps employee records up to date by processing employee status changes.
13. Assists in hiring process by coordinating internal job posting processes and coordinating interviews with hiring managers.
14. Ensures the employee handbook, organizational charts and position descriptions are current.
15. Performs other duties and responsibilities as requested, including but not limited to recruiting for hourly employees, handling employee relations issues and exit interviews.

**MINIMUM QUALIFICATIONS:**

* Bachelor’s Degree in Human Resources, Management, Labor or Business Administration and 3 – 7 years’ experience in human resources or related experience, or 10 years of human resource experience in lieu of a degree
* Excellent communication (oral, written and listening) and interpersonal skills.
* Team oriented and able to interact with all levels of employees.
* Proficient in Microsoft Office (Word, Excel, and PowerPoint).
* Prior experience working with an HRIS (Paycor preferred), including report creation and streamlining processes.
* Solid understanding of federal and state employment laws and regulations (OSHA, FLMA, FLSA, EEO, DOL, etc.).
* Ability to develop strong internal liaisons and relate to a broad cross section of the population.
* Demonstrates ethical behavior and ability to maintain confidentiality.
* Creative and detail-oriented, with the ability to develop and follow through on plans.
* Able to work independently in a fast-paced, dynamic environment with constantly changing demands. Ability to maintain confidentiality. Functional knowledge of HIPAA, Healthcare Compliance.

**Please send resumes to** [**jobs@bettcher.com**](mailto:jobs@bettcher.com)