

Manager/Director of Human Resources

Company Overview:

Mearthane Products Corporation (MPC) is a privately-owned global technology leader in the development and manufacture of advanced polyurethane components, headquartered in W. Cranston, RI, with additional facilities in E. Cranston, RI, Woonsocket, RI, Bay City, MI, and Winchester, VA. MPC was founded in 1965 in Rhode Island, and has operated continuously since that time. We have embarked on an ambitious organic growth strategy and are actively seeking acquisitions that fit our strategic goals. Our diverse global customers and applications cover all high growth markets, from medical devices, semiconductor components, printing and media handling, and a very broad array of industrial and recreational applications. Many people know us best as the developer and manufacturer of MPC Speed Wheels, the world leader in competitive inline racing wheels. We offer a collaborative and team-oriented work environment and an opportunity to develop your skills and career in a dynamic setting.

Job Summary and Responsibilities:

The Manager/Director of Human Resources (M/DHR, title depends on extent and relevance of experience) takes an active role in development and execution of MPC's growth strategy by leading the effort to develop processes that result in consistently high performing teams and culture across MPC. She/he will be an important member of the MPC Leadership Team, helping functional peers attract, hire, develop, and retain the best team members and developing processes to ensure competitive compensation and benefits. The M/DHR will oversee critical activities such as payroll, performance management, compensation, and benefits administration. She/he will be a trusted partner to leadership peers and team members at all levels of the company and assist in cultivation of a positive, informed, and dynamic work environment. The M/DHR will play a central role in the assessment, completion, and integration of acquired entities and support the teams at those locations with HR services and processes.

Required Competencies:

- **Attract, hire, and onboard new employees:** Demonstrated ability to lead the hiring and onboarding process for a multi-site company with both salaried and hourly positions, with a proven track record of successful hiring and retention
- **Manage compensation and benefits:** Demonstrated responsibility for developing and implementing compensation and benefits plans, including payroll, merit-based and market-based salary increases, incentive plans, and healthcare benefit plans
- **Human Resources policies and processes:** Proficiency in developing, implementing, and communicating Human Resources policies for a multi-site business, ensuring compliance to employment laws at the Federal, State, and local levels
- **Organizational development and strategy:** Demonstrated proficiency in assessing the needs of an organization to drive rapid performance improvement, and developing and implementing strategies to achieve high organizational performance

- **Active listening:** Demonstrates ability to listen and respond thoughtfully to the needs of peers, employees, and 3rd party stakeholders, while ensuring a collaborative environment for the exchange of ideas, and provide solutions accordingly
- **Communication skills:** Ability to effectively communicate in written, verbal and presentation formats to employees throughout the company, regardless of position
- **Interpersonal skills:** Ability to form productive, trusting relationships throughout the entire organization, is seen as a trusted confidant and advisor

Preferred Competencies:

- **Human Resource management in a manufacturing company:** Proficiency in HR management in a manufacturing setting including both administrative and industrial staff
- **Software skills:** Familiarity with software used to administer payroll, benefits, and employee compensation systems
- **Mergers and Acquisitions (M&A):** Has participated in M&A assessment, integration, and improvement from a Human Resources function
- **Language skills:** Able to communicate effectively in English and Spanish

Required Qualifications:

- At least 7 years of successful Human Resources management experience
- Multi-site Human Resources oversight experience

Preferred Qualifications:

- Bachelors' degree or higher in a relevant discipline
- Human Resources or related professional certifications

Key Responsibilities of Role:

- Actively participate as a key member of the leadership team in the development and execution of company strategies. Develop and report on key HR-related metrics and lead improvement projects.
- Design, plan, and implement human resources programs and policies to achieve the company's strategic business plans, while aligning to company culture, mission, and talent strategy.
- Oversee HR functions including staffing, recruiting, hiring, onboarding, organizational development, performance management, and compensation decisions
- Partner with peers and others in the organization to build and maintain productive relationships. Become a trusted partner that seeks understanding of business needs and identifies opportunities for improvement
- Manage HR administration and reporting requirements, in compliance with Federal, State, and local regulations. Utilize data & tools to gain operational insight to identify and address issues of concern
- Actively support Merger & Acquisition (M&A) activities through Due Diligence, organizational assessment, and integration of key HR functions post-close.

- Identify succession planning needs and collaborate with business leaders on coaching and developing talent.
- Mediate and resolve employee disputes/issues, represent the company as needed in dispute resolution processes.

Other Job Details:

- Position reports to the President/CEO of MPC and is a member of the company's Senior Leadership Team
- Primary work location is in W. Cranston, RI, with periodic travel to manufacturing locations as needed
- There are currently no direct reports to this position, however HR team may be expanded as the company grows via acquisition. Shared staff support some HR functions currently
- Competitive pay and annual incentive plan
 - Health and dental benefits via Blue Cross Blue Shield
 - Flexible Spending Account (FSA) for out-of-pocket healthcare expenses
 - 401K retirement plan with company match
 - Interactive performance/development plan and review process