

Senior HR Manager/Business Partner

Exciting opportunity to join the senior leadership team of this fast growing organization and work with strong colleagues to support the ongoing success of the organization. Vacutech LLC is the industry leader in designing and building innovative vacuum systems for industrial and commercial applications. The ideal candidate will be experienced in various facets of HR including: Strategic HR business partner, employee/organizational development, employee relations, training, benefits management, employment law and compliance. Candidates must have the desire and demonstrated ability to work in a fast-paced progressive environment.

Vacutech is located in Sheridan, Wyoming at the foot of the beautiful Big Horn Mountains. The area has spectacular scenery and endless outdoor activities. Sheridan takes pride in being an excellent place to raise a family, with outstanding schools and many cultural and recreational activities unique to a small-town setting.

Overview of Essential Duties and Responsibilities

- Leads the management and development of HR programs, practices, and policies to ensure Vacutech is an employer of choice
- Directs the needs assessment for training and staff development to enhance the effectiveness of employee performance in achieving the organization's strategic goals/objectives
- Facilitates strong communication among employees and management
- Guides managers and employees on problem solving, conflict resolution, regulatory compliance, and litigation avoidance
- Maintains knowledge of industry trends and employment legislation
- Works closely with management on performance, organizational, and leadership matters
- Oversees and/or develops strategic HR training programs for management and employees
- Provides oversight and guidance on the identification, analysis, and resolution of occupational and/or safety hazards and the organization's safety program
- Evaluates and recommends improvements for the organization's HR programs, procedures and practices
- Maintains responsibility for organizational compliance with federal and state legislation pertaining to all personnel matters
- Communicates changes in organizational personnel policies and procedures and ensures proper compliance is followed
- Coordinates and/or conducts exit interviews to determine reasons behind separation
- Provides knowledge in strategy development and execution, planning, and facilitation of employee relations
- Coaches, counsels and guides managers through executing employee disciplinary actions
- Distributes and monitors employee performance evaluations and ensures they are done in a timely manner
- Updates, monitors and maintains salary/wage adjustments based on evaluations and merit
- Maintains and coordinates employee recognition programs

Competencies

- Strategic Human Resources management
- Negotiation and influencing skills
- Copes well with change and shift gears comfortably without always having the total picture
- Interpersonal communication (written and verbal)
- Presentation and organizational skills
- Maintains a positive image for the company in all situations (internally and externally)

Qualifications

- Bachelor's Degree from an accredited college or university in Human Resource Management, Business Administration or equivalent required
- 5+ years of management experience in human resource functions to include employee relations, recruitment, talent development, benefits and compensation
- Strong leadership skills as well as effective consultative skills, high integrity and sound business judgment
- Experience with organization development in a fast paced environment
- Experience in manufacturing or engineering industries highly preferred
- SHRM-CP/SHRM-SCP and/or PHR/SPHR certification preferred

Job Type: Full-time

Salary: \$70,000.00 to \$80,000.00 /year

Interested candidates submit their cover letter and resume to laura@peakconsult.net. For phone inquiries please call Laura Lehan with Peak Consulting at 307-655-5405.