



Title: Human Resources Manager

Supervisor: Vice President – HR

Department: Human Resources

Supervises: 1 HR Administrator

Description:

The Human Resources Manager is accountable for the core Human Resources (HR) functions and working cross-functionally across the business to accomplish company-wide goals and objectives.

The HR Manager ensures Company interests are faithfully represented while fulfilling legal and social obligations to all employees. The HR Manager has ownership of all company HR policies and ensures they are understood and executed by all employees.

Main Objectives:

- Ensuring Racemark is a local employer of choice and has competitive wages and benefits
- Leading a referral based recruiting program and networking internally and externally as needed to maintain local talent (office and production) to meet customer demands
- Ensuring monthly payroll is complete and accurate
- Liaising with Works Council
- Ensuring compliance with labor and social welfare regulations and advising on anticipated changes
- Conducting a skills gap analysis and developing a training plan by department
- Maintaining policies and procedures
- Coordinating with other Racemark locations to ensure consistency where possible
- Leading annual and periodic performance reviews and goal setting processes
- Championing the Racemark core values and brand
- Providing timely, accurate and meaningful KPI's

Working Relationships: Executive Management, Production Manager, Finance Manager

Qualifications:

- Formal HR certification preferred.
- Strong, practical knowledge of German labor, social security laws and regulations are required
- Minimum of 5 years HR experience with a mid-size German company
- Ability to work cross functionally with all levels of the organization in a fast paced environment
- Excellent written and spoken German and English language skills required
- ERP and Microsoft Office Tools experience necessary. Plex and qTime preferred.
- Basic Math, Financial Analysis, Costing, Legal and Tax knowledge required
- Strong negotiating and communication skills; written & verbal
- Manufacturing, automotive or textile experience preferred