



Human Resources Manager

First Quality is a privately-held group of manufacturing companies who are leaders in their respective field. The organization is run by hands-on owners with dynamic expansion plans to significantly increase the size of the business over the next few years.

We are looking for an experienced **Human Resources Manager** at our Corporate HQ in **Great Neck, NY**. This position will be responsible for developing, communicating, and implementing all HR processes to support HQ Staff, remote Sales/Marketing Team, and other small groups.

Primary responsibilities include:

- Serving as employee advocate while balancing role of internal business partner. Monitoring employment practices and decisions to ensure fair and ethical practices that foster effective employee relations, reduced turnover, and promote and maintain a high level of employee morale and a harmonious environment.
- Ensuring that programs, practices, and policies comply with applicable laws and regulations. Alone, or under the guidance of the Human Resources Leader, preparing recommendations to Ownership and management concerning human resource policies and practices.
- Working with the Director – Benefits and Administration on programs related to HRIS, Compensation/Benefits including:
 - Conducting job and compensation analysis.
 - Conducting FLSA audits.
 - Providing input for salary surveys.
 - Keeping job descriptions and organization charts up-to-date.
 - Providing input on significant (local) market changes in base pay.
- Insuring that reviews have been completed, that development plans are in place, and ratings are in employee files and entered into HRIS.
- Serving as the point of contact for issues related to all Benefit plans and policies.
- Responsible for the administration, compliance and security of accurate, timely and complete HR records for all employees within assigned groups. Providing input to organization changes as it pertains to compliance reporting.
- Conducting internal training needs and assessments, training related to annual performance appraisal process, and conducting non-technical training interventions tailored around performance management, supervisory practices and organizational development.
- Monitoring the application of all HR policies and compliance locally. Keeping informed and providing updates of legislative and legal compliance requirements and changes.

The ideal candidate should possess the following:

- Bachelors Degree in Human Resources and 10+ years of experience is required. MBA is a plus.
- Must have a strong business acumen with a proven track record of progressively increased HR roles, preferably in manufacturing.
- Advanced Microsoft Office skills, business acumen, knowledge of applicable laws and regulations, and good communication and interpersonal skills are a **MUST**.
- Must be flexible, hands-on, and results, efficiency, and detail-oriented.

The company's philosophy and work environment has been created by an ownership that places a premium on integrity, honesty and teamwork. As important as a candidate's qualifications, is their ability to work closely with their colleagues and strive in a politics and ego free atmosphere.

Excellent compensation and benefit package included!

For immediate and confidential consideration, please visit our website at www.firstquality.com and click on the Careers Tab!

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