



Piping Rock Health Products growing Human Resources department is actively searching for an Associate Relations Specialist to join our team! As an Associate Relations Specialist, you will assist with associate inquiries, be an advocate for the associate and provide support for activities within the company. You must have excellent communication skills, experience in Associate Relations or HR Generalist role and a bachelor's degree will be essential for the position.

In response to the COVID 19 pandemic, Piping Rock in its ongoing commitment to associates, has added new, comprehensive safety precautions in all of its facilities. Associates who are able to work from home are encouraged to do so. Associate safety is our top priority.

We are growing and in the right way! Piping Rock Health Products has been named as Newsdays Top Workplaces for 2020. Our associates are dedicated and fueled by our passion for health and wellness and shared commitment to our customers. Come be a part of this remarkable team who looks to continue to be a Top Workplace in Long Island.

Essential Duties and Responsibilities:

- Provide coaching and consulting to managers in order to enhance their people and performance management skills.
- Advises associates and management on the interpretation of personnel policies, programs and procedures of the company's Associate Handbook.
- Manage associate suggestion boxes in all facilities and connecting with associates regarding each request and/or complaint.
- Counsel managers and associates consistently with company policies/practices, legal considerations, etc. and facilitate resolution of associate relations issues.
- Lead associate relations investigations on associate issues.
- Review and assists managers with the content of annual performance evaluations.
- Monitor documents used to evaluate, correct and enhance job performance and other workplace behaviors, assuring overall fairness and consistency, and meeting business requirements.

Experience and Skill Requirements:

- Bachelors' Degree (Required)

- Fluency in written and verbal Spanish (Required)
- Minimum of 7 years Human Resources experience in an Associate Relations or Generalist role required
- PHR, SPHR or SHRM-CP certification preferred
- Honesty, integrity, and strong knowledge of HR principles and associate relation skills.
- Excellent listening skills, including the ability to identify and isolate customers concerns or objections
- Excellent interpersonal and relationship management skills
- Ability and willingness to be a part of the plant floor connecting with the workforce and delivering strategic and tactical HR value
- Coaching and counseling on all levels of the organization
- Must have an analytical mind that provides creative solutions to day-to-day problems, and an ability to relate to associates at all levels of the organization
- Ability to embrace change, and suggest creative innovative solutions as it relates to the business needs
- Ability to lead and drive change in a manufacturing environment
- High level of proficiency in Microsoft Word, Excel, PowerPoint and Outlook.

Be at the forefront of the future of health and wellness, with the ability to work in a fast paced, family owned entrepreneurial environment where the work is meaningful, associates are valued, and you can grow your long term career. Joining Piping Rock means being part of a fast growing team where you can take ownership of your work and be a decision maker, where you are encouraged to work smarter, not harder, with the tools necessary to be successful. Join our team!

Piping Rock Health Products LLC is an equal opportunity employer

Piping Rock proudly offers comprehensive medical, dental, vision plans to all full-time associates. In addition, voluntary life insurance, flexible spending plans, and short-term disability plans may be optionally added. All full-time associates also receive group term life insurance and long term disability coverage. Associates are eligible to participate in a 401(k) savings plan with a generous company match.

Based in Ronkonkoma, N.Y., Piping Rock Health Products, LLC is a vertically integrated manufacturer, distributor and on-line retailer of high-quality vitamins, nutritional supplements, essential oils and related health care products. Backed by three generations and over 40 years of experience in the natural products industry, Piping Rock is a true industry pioneer.

PLEASE APPLY DIRECTLY TO <https://pipingrock.jobs/> or contact recruiter@pipingrock.com

