

JOB DESCRIPTION

Job Title:	Director of Human Resources
Department/Group:	Finance
Work Location:	Onsite - Stillwater, MN
Reports to:	VP of Finance
Travel required:	Less than 5%
Position Type:	Full Time, Regular (40 hours per week)
Job Classification:	Exempt, Professional
Date of Description:	February 2025

American Polywater Corporation is an employee-owned chemical manufacturing company focused on lubricants, adhesives, sealants, cleaners, and mechanical seals for the electrical, telecommunications, and water & gas markets. Since 1973, we've been applying the combination of our industry knowledge, technical and materials expertise, and superior product solutions to help our customers advance their businesses and ensure a connected world.

The Director of Human Resources provides advanced-level strategic and tactical expertise to the Executive and Management team across all business functions including Finance, Operations, Production, R&D, Logistics and Sales. This role will provide both oversight and execution of day-to-day operations of a human resource department of one. Responsibilities will encompass but are not limited to organizational development, talent acquisition, compensation, employee relations, employee development & performance management, compliance, and benefit administration. The Director of Human Resources will be an integral part in fostering a positive and collaborative culture that embraces employee ownership and values creative initiative.

Essential Duties:

- Drive the development and implementation of human resource management strategies and policies to support and grow a high-performing employee workforce and support a collaborative organizational culture.
- Contribute to the strategic growth and decision-making of the organization through risk assessment, human resources, and administrative infrastructure.
- Collaborate with executive leadership team to develop organizational goals, plans, staffing models, budgets, and policies.
- Build and maintain a robust recruiting and staffing structure, including temporary staffing needs. This includes job design, campaign strategy and execution (job postings, applicant screening, interviewing scheduling, job offers and orientations).
- Enhance and maintain orientation/onboarding processes for all new employees. Recommend and execute improvements to the process as necessary.
- Develop, maintain and administer HR policies, procedures, and programs.
- Work directly with supervisors and employees on employee relation matters including, but not limited to: morale, benefits, worker's comp., safety, concerns, and terminations.

- Lead Human Resources practices and objectives that will provide an employee-oriented, high-performance culture that emphasizes quality, productivity and standards, continuous improvement and high performance.
- Develop and conduct training for staff in HR-related topics.
- Maintain HRIS data and employee files. Devise and report on appropriate metrics to guide management decisions against workforce management goals
- Full-scope management of leave programs to administer/track requests for all employees and drive return to work strategies
- Lead regulatory reporting (i.e., EEO, state mandated leave, etc.).
- Lead compliance initiatives for federal, state, and local legal requirements including keeping abreast of new legislation; enforcing adherence to requirements; advising Executive management on any needed actions.
- Guide, administer, and maintain company benefit programs.
- Lead periodic review and analysis of current benefits to recommend and implement changes leading to best-practice operations.
- Actively participate in the ESOP Communications Committee, and provide education and resources for the ESOP to participants.
- Actively participate in the Safety Committee and provide support to education and training initiatives covering safety-related topics.
- Perform other tasks, responsibilities, and special projects as assigned or directed.

Knowledge, Skills, and Abilities

- Bachelor's degree in Human Resources or related business administration field, Masters degree and Human Resource Management Certification helpful
- 7+ Years of progressive Human Resources or closely-related experience
- Experience in manufacturing environment preferred
- Solid knowledge of employment laws and related regulatory bodies
- Advanced proficiency in MS Office 365 Suite (Teams, Word, Excel, Outlook, PowerPoint, SharePoint)
- Solid skills in basic mathematical computations and analysis
- Demonstrated ability to take ownership and initiative as a department of one
- Exceptional organizational, time management and project execution skills
- Strong comprehensive knowledge of local, state, and federal employment laws and other applicable compliance requirements
- Strong knowledge of employee benefits and administration, CEBS certification helpful but not required
- Ability to think critically, recognize connections, translate goals into action, and use sound judgment to make choices in alignment with strategy and company culture/values.
- Ability to communicate recommendations and rationale to executives and managers
- Strong problem-solving skills and ability to think in a creative and innovative manner, bringing new ideas and concepts to the table and collaborate in a diplomatic fashion



- Exceptional interpersonal, verbal and presentation skills with the ability to engage with others authentically, establish trust, build long-lasting relationships - influence at all levels
- Demonstrated ability to manage multiple projects simultaneously and prioritize effectively to plan work activities that meet deadlines and achieve high-level goals

Physical demands:

- Sitting/standing for long periods of time, with occasional lifting of office products and files
- Ability to communicate effectively in English to read, comprehend, speak and hear.

Compensation & Benefits:

- Total Base Compensation: \$100,000-\$110,000
- Quarterly Profit Sharing
- 401(k) with company match
- Employee Stock Ownership Plan Allocations
- Paid Personal Leave
- Paid Holidays
- Insurance: Health, Dental, Life, & Disability, Vision-

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

To apply: Email resume to applynow@polywater.com