

Human Resources Manager

Job summary:

Oxbow Crush LLC is looking to add a Human Resources Manager to direct the key functions of the human resources (HR) department.

The primary responsibilities will include duties associated with building and maintaining company culture, recruiting, benefits administration, conflict resolution, compensation, performance management, and adherence to company policies and practices. The ideal candidate can act as an employee advocate and direct the HR function so that it reflects the company's business objectives.

As Oxbow's Human Resources Manager, you will be based at our facility in Greenwood, MS. You will ensure our HR initiatives are cost-effective, run smoothly, and contribute to a safe and healthy working environment. We expect you to thrive in a fast-paced, self-managed environment.

Position responsibilities:

Recruiting and Culture

- Drives appropriate internal, and where necessary, external communications in support of the company's work culture
- Oversees and supports the company's employee engagement and culture initiatives continuously
- Manages the talent acquisition and on-boarding process, which may include recruitment, interviewing, and hiring of qualified job applicants
- Collaborates with departmental managers to understand skills and competencies required for openings and maintains job descriptions

Strategy

- Partners with the executive team to understand and execute the company's human resource strategy
- Provides support and guidance to management and other staff when complex, specialized, and sensitive questions and issues arise
- Develops and manages the company's annual performance review process
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the company attracts and retains top talent
- Creates learning and development programs and initiatives that provide internal development opportunities for employees
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law

Administration

- Acts as liaison between the company and outside legal and professional resources to ensure that all employment policies follow current laws and regulations
- Oversees employee disciplinary meetings, terminations, and investigations
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices
- Develops and implements policies and systems to ensure compliance with state and federal regulatory requirements, including but not limited to Affirmative Action, EEO, ADA, and FMLA

The ideal candidate:

- SHRM-CP or SHRM-SCP certified
- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation, and conflict resolution skills
- Organized, detail-oriented, and diligent
- Strong analytical and problem-solving skills
- Self-motivated and driven
- Understands employment-related laws and regulations
- Acts with integrity, professionalism, and confidentiality
- Proficient with Microsoft Office Suite and applicable HR related software

Employee benefits:

As the Human Resources Manager, you are entitled to participate in all employee benefit plans and programs at a level commensurate with your position, as and when adopted. Such plans and programs currently include:

- medical insurance
- dental insurance
- vision insurance
- paid time off
- holidays
- sponsored 401(k) plan with employer match

All employee benefits are subject to standard employee contributions and determined in accordance with company policy, which may change from time to time.

Position status:

- Full time
- Salaried
- Exempt

About Oxbow:

Oxbow has recently acquired a soybean processing plant in Greenwood, MS and is currently recommissioning the site to produce high quality oil and meal to meet the growing needs of agricultural and renewable energy customers. We are excited to be a part of the Greenwood community and get the facility operating once again.

Application Process:

Send a cover letter regarding your interest and relevant experience as well as your CV/resume to careers@oxbowcrush.com and include the job title in the subject line.

Oxbow is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.