



Human Resources Manager

ABOUT ID LABEL INC.

Join our growing company and make an immediate impact! Since 1994, ID Label has been one of the nation's leading manufacturers of custom barcode labels. Our solutions are used by thousands of successful organizations to keep their businesses moving with efficiency, speed and accuracy – critical requirements today, driven by rapid growth in e-commerce sales.

JOB BRIEF

ID Label seeks an enthusiastic and motivated HR manager to lead the company's human resources function. As a department of one, you will work with our PEO provider and ID Label senior management to develop and administer human resources policies, programs and services across the company. This includes employee benefits, employee relations, recruiting, training, employment practices, policies, procedures, employee communications, and employee events.

This position reports to the COO and is based on site at ID Label's headquarters in Lake Villa, Ill. Up to five percent travel may be required (occasional visits to ID Label's other offices).

KEY RESPONSIBILITIES

- Assist and counsel senior management and department heads on employee relations issues, including discipline and termination procedures.
- Oversee employee benefits programs including medical, dental, vision and life. Interact with broker partners, PEO and finance department in support of 401k, benefits and payroll administration.
- Coordinate compliance with federal, state and local human resources laws. Keep up to date on changes and updates in employment law. Work with PEO to maintain the company's employee policy handbook.
- Support workplace safety training and ensure compliance with federally mandated practices.
- Proactively communicate with employees and respond to inquiries regarding policies, procedures and programs.
- Develop foundational job descriptions, grades and compensation plans for each department.
- Recruit for all warehouse and office employees. Assist managers with interviewing, selection and hiring process.
- Develop and coordinate onboarding and orientation for new employees, including any necessary product or equipment training.
- Develop strategy and tactics to foster a workplace environment consistent with the values and vision of the company.

DESIRED BACKGROUND AND REQUIREMENTS

- Bachelor's degree (B. A. or B.S) from a four-year college or university in business administration, human resources, organizational psychology or communication
- 5-8 years of human resources experience required, along with 2-3 years demonstrated experience resolving conflict and managing employee relations issues. Strong preference for experience in manufacturing environment.
- Knowledge of current state, federal and local labor and employment laws
- Excellent time management and organizational skills
- Energetic, motivated, confident team player with a positive, collaborative demeanor and high integrity
- Strong experience using Microsoft Office 365 programs, including Word, PowerPoint, Excel, Outlook, Teams, SharePoint and OneNote

BENEFITS

All ID Label employees enjoy a wide range of benefits, including robust medical and prescription drug coverage, paid time off and a generous 401(k) and profit-sharing plan. Compensation is competitive and commensurate with experience.

Please send your resume and cover letter to careers@idlabelinc.com.