

Human Resource Manager, American Mitsuba Corporation, Mt. Pleasant, MI

American Mitsuba Corporation (AMC) is an automotive parts supplier with five locations in the U.S. AMC produces a wide range of automotive electrical products for improved automobile safety and comfort.

Position Summary: The Human Resource Manager position is located at the Mount Pleasant, Michigan location, but has HR responsibilities for an office located in Novi, Michigan. The HR Manager provides leadership, support and manages the Human Resource department in various HR functional areas such as developing policy, compensation programs, benefits administration, payroll, recruitment, hiring, employment law, labor relations, safety/health, and legal compliance relating to all phases of the business. Serves as a strategic business partner with the local and company-wide management teams, and participates as a member of the company benefits committee.

Essential Duties & Responsibilities:

- Direct and oversee recruitment, selection, promotion and termination process of applicants or incumbents for both the Mt. Pleasant and Novi locations.
- Responsible for daily engagement with Associates to solve problems, advise and provide direction on issues and bring to resolution.
- Provide leadership, support, consultation, advice and coaching to plant management/staff in appropriate resolution of employee relation issues.
- Lead management team in development, implementation and interpretation of policies and procedures.
- Ensure all policies, procedures, programs (including safety) and benefits are in compliance with all regulatory requirements.
- Coordinate management training & development in legal compliance, performance management and other related areas.
- Directs the administration of benefit programs.
- Develop and oversee staff performance management and compensation program.
- Responsible for coordinating, participating in and leading meetings with management personnel, plant Associates and outside organizations.
- Serve as the primary contact for benefit brokers, plan administrator, attorney, staffing contacts, legal compliance, auditors etc.
- Represent the company at HR related legal hearings, investigations, Associate Review Board, customer meetings and area business meetings.
- Prepare, maintain HR budgets and work with hiring managers to develop forecasts for employment staffing needs for both Michigan locations.

- Comply with all applicable policies and procedures as required by American Mitsuba's Quality and Environmental systems.
- Promote and implement continuous improvement activities including corrective action procedures to achieve and ensure overall efficiency objectives, quality objectives, safety & health objectives and legal compliance.

Supervisory Responsibilities: Directs responsibility of all supervisory duties for a staff of four people. Indirect responsibility of supervisory duties as needed to support all departments. Supervise in accordance with the organization's policies and applicable regulations. Responsibilities include interviewing, hiring, and training Associates; planning, assigning, and directing work; appraising performance, rewarding, disciplining, addressing complaints and resolving problems.

Education & Experience: Bachelor's Degree (BS/BA) or equivalent; or six to eight years related HR experience and/or training and four to six years of supervisory/managerial experience; or equivalent combination of education and experience. Certification preferred; PHR, SPHR, or SHRM-CP, SHRM-SCP.

Other Skills and Abilities:

- Ability to maintain a high level of confidentiality, be open-minded and willing to work in a multi-cultural environment.
- Possess a problem solving mentality using tact and diplomacy, has a cooperative, flexible attitude and teachable spirit.
- Demonstrates a high level of professionalism in job performance, manners and appearance.
- Understanding of and ability to use personal computers and software for HRIS applications, written communication and spreadsheet analysis. Advance user of Microsoft Office Suite.
- Possess excellent time management, decision making, problem solving, and delegation skills.
- Able to coordinate, participate in, and lead meetings with managers, Associates and outside organizations.
- Able to travel to Novi at least once per month providing regular on-site HR support.
- Able to travel to other AMC locations, business trips with or without notice and possible training in Japan.

Send Resume to: kathy-bohnke@amc.mitsuba-gr.com

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