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**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**Human Resources Manager/Director – Exempt**

**Reports to:** Vice President/General Manager

**Job Summary:**

The Human Resources Manager/Director role is responsible for partnering with business leaders to understand business goals and to assess and anticipate talent-related needs required to achieve the goals. Responsible for thought leadership and strategy development that leverages best-in-class integrated talent management, performance and career development methods, frameworks and processes and tools to address key talent needs across the Company.

**Job Functions:**

* Understands the business, the company’s financial goals, mid-range plans and culture; and partners with leaders to develop human capital plans to enable the business to achieve its goals.
* Coaches and supports the business leaders to drive efficiency and effectiveness through proactive management of people.
* Participates actively in developing the organization structure and culture.
* Builds a diverse talent pool that ensures a deep level of succession is delivered for all positions key to achieving business strategies.
* Acts as a change agent and facilitator, identifies areas for improvement and innovation and challenges business leaders.
* Implements human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations.
* Provides coaching and counseling to employees including career development, performance goals and objectives.
* Manages a team of HR professionals that could include HR Generalist, Compensation, Benefits, HRIS and Training and Development.
* Performs other duties as assigned.

**Skills Needed:**

* Proven knowledge of a broad range of HR functions (training and development, employee relations, staffing, performance management, organizational design)
* Knowledge and understanding of Federal, State and Local legislation regarding personnel and labor laws
* Proficiency in using online collaboration tools such as Teams, Zoom, etc.
* Excellent communication, listening, and assessment skills
* Strong ability to interface with all levels of the organization
* Ability to manage and lead change management efforts successfully
* Strong ability to manage and influence key stakeholders
* Organized, process driven, and strong bias for action

**Education Required:**

* Bachelor’s degree required in Human Resources, management or related field.
* Minimum five years’ experience in human resources field.
* SPHR or SHRM-SCP certification a plus.

**Other:**

* Dotted line to Vice President – Human Resources
* Interacts with and may receive direction from other senior managers and line clients
* Travel possible
* Position is eligible for a hybrid remote/in-person work arrangement.

**EEO Statement:**

**PTDA Bearings & Power Transmission, Inc**.provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristic protected by federal, state or local laws.