

# JOYCE/DAYTON CORP.

## DIRECTOR OF HUMAN RESOURCES



### THE PERSON

Are you an honest, experienced leader who stays calm and confident under pressure? Do you deal with conflicts objectively, and genuinely love helping people? Can you apply your conflict resolution and active listening skills to negotiate solutions with empathy, dignity, and shrewdness? If you use your tenacity emotional intelligence and conscientiousness to serve as a teacher, trainer, and an overall good judge of character, then we want to talk to you!

Our ideal Director of Human Resources is:

- **Reliable, Humble, Creative, Compassionate, Tech-savvy**
- **Adaptable** - You're a resilient team player with the ability to wear a lot of hats. You love to multitask, are good at navigating change and can competently meet people where they are.
- **Approachable** - You have the patience to work with people at every level and are comfortable with difficult conversations. You exhibit a friendly, collaborative spirit in all of your encounters and get along well with others.
- **Trustworthy** - You exude moral integrity, firmness, and a willingness to accept responsibility. You recognize that not everything is black and white and treat people with respect in a variety of situations.
- **Curious** - You're gregarious, inquisitive, and willing to do the research you need to feel knowledgeable and aware of the big picture.
- **Innovative** - You're an open-minded change agent and delegator who can manage up and down and recognize when to do it.

Our culture values candidates who keep up on their profession and industry, always applying the most current solutions to today's issues. We're looking for someone positive and sociable, with a great sense of humor who is organized and has experience in manufacturing.

### RESPONSIBILITIES

The job responsibilities of this *Director of Human Resources* include, but are not limited to:

#### **Leadership, Administration, and Hiring**

- Lead, manage, and hold HR supervisor and HR administrator accountable, with dotted lines to Plant Administrators
- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention
- Develop and manage compensation and salary structure
- Build a training and development structure, including succession planning
- Evaluate and update position descriptions and skills assessments for consistency
- Develop the performance management structure; train and ensure utilization across the organization

- Own talent acquisition processes, including the hiring process and onboarding/offboarding
- Build the human resources support structure – including development and management of team
- Develops and maintains departmental budget
- Manage organizational leadership development

#### **Conflict Resolution and Company Policies**

- Mediate internal employee disputes and performance issues
- Update and maintain employee manuals and handbooks
- Design and implement a robust wellness program
- Develop and maintain policies and procedures, ensure standardization of HR practices
- Monitor, implement, and champion DEI strategies and policies
- Build relationship with employees at all levels across the organization

#### **Benefits, Compliance and Technology**

- Payroll and HR compliance management
- Oversee payroll operations, including selection and management of third-party vendor
- Ensure consistency between the HRIS system and the ERP system
- Benefits design and administration, including oversight of fiduciary responsibilities including third party vendor relationships
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management

### **QUALIFICATIONS**

#### **Required**

- 5+ years' experience in HR Management or higher role
- Experience working at a company with less than 500 employees
- Willing and able to travel regionally and out of state at least quarterly
- 4-year degree

#### **Preferred**

- SHRM certification
- Experience working with exempt and nonexempt workers
- HRIS experience
- Master's degree

#### **Desired**

- Experience working for a publicly held company

*Primarily works out of the Dayton, OH office. Relocation assistance available.*

### **THE COMPANY – *Joyce/Dayton Corp.***

We are a premier designer, manufacturer, and marketer of linear motion devices. We apply nearly 150 years of experience to our daily work and have demonstrated the ability to navigate our business through a variety of changing environments. We care about each other like family and take care of our customers in the same way. We're collaborative, harmonious, and compassionate problem-solvers who like to have fun.

### **WHY *Joyce/Dayton Corp.*?**

- Robust, mature, and relevant product line
- High level of employee engagement; long tenure; employees like working here
- Customer focused, flexible and satisfaction based – we strive to build the best products and develop long term customer relationships
- Annual Christmas parties, summer BBQ's, employee appreciation events
- Aim to stay competitive in compensation packages
- Fiscally conservative; we take measured risks to achieve success while maintaining a financially strong foundation
- Inclusive community culture: we look out for each other and foster teamwork as a key component of our success.

**Benefits:** Group medical, dental, life insurance, 401(k) with match, generous vacation policy and 10 paid holidays per year, tuition reimbursement

If you are looking for great benefits and incredible work-life balance at an established company, apply today!