

Human Resources Supervisor (UPCOMING RETIREMENT)

BioKyowa has been acquired by the Meihua Group and is now operating as Plumino Precision Fermentation USA, Inc. New developments are on the horizon and we are looking for a talented HR professional to add to our team.

Responsible for the efficient administration of human resource administrative functions, benefits, onboarding of quality candidates, payroll and policy administration, and legally required programs as they relate to human resources. This is an on-site, in-person position.

Position Requirements:

- Post-secondary degree in Human Resources, related field or significant relevant experience
- Minimum three (3) years' human resources experience as a generalist in an exempt position with leadership responsibilities required
- HR experience in manufacturing environment strongly preferred
- HR certification required (HRCI, SHRM)
- Working knowledge of payroll and personnel related to federal and state laws
- Working knowledge of benefit administration, especially self-insured plans, FSA and HSA
- Budgetary experience preferred, accounting background helpful
- Strong computer skills, including MS Office and HRIS systems
- Strong problem solving, conflict resolution, reasoning skills, communication and interpersonal skills required
- Must be respectful, approachable, and team oriented while building strong working relationships and positive work environment for all levels of employees.
- Must demonstrate the ability to maintain a high level of confidentiality and professionalism.

General Job Duties:

- Manage human resources administrative functions for all employees, including but not limited to, payroll, personnel files, Chinese expatriates, employment inquiries, uniforms, legal programs (e.g. FMLA, WC, ADAAA, compliance), group health insurance, job descriptions, etc.
- Responsible for coordination of new hires orientation and onboarding, corrective action process, terminations, promotion process.
- Coaching and training of supervisory employees
- Interpretation, enforcement and development of company policies and procedures
- Coordination of company luncheons, events and activities
- Coordination of travel activities for employees and guests

Hours and Benefits:

- Base work schedule is Monday through Friday, onsite, 7 am - 3:30 pm with overtime based on business operations.
- Plumino offers a full benefit package including medical, dental, and prescription drug insurance, FSA/HSA, life and disability insurance, 401k match and profit sharing (up to 7%), and vacation (15 days annually).
- Salaried wage is commensurate with experience and education (up to \$85,000)

Quality Requirements in plant (for food production safety):

Minimal facial hair, makeup, no jewelry, false fingernails, nail polish, hair extensions, wigs, toupees, cologne or perfume. Long hair must be tied up for safety reasons when entering plant. Facility is a non-smoking, non-tobacco facility.

Send resumes with wage requirements to - Jobs@plumino-us.com

Contact HR at (573) 335-4849Tanya (ext 220) or Kathy (ext 165) with additional questions