**Human Resources Manager**

**Position: Full Time**

**Benefits: Medical, dental, vision, 401k w/company match (begins on date of hire), vacation, sick time, short term/long term disability, life insurance (no cost to employee), tuition reimbursement, employee discounts, gym discounts, annual service awards, 12 paid holidays, and much more**

**How to apply:** [**www.mt.com**](http://www.mt.com) **– about us – jobs & Careers**

**Summary**:   Assumes responsibility for the effective performance of various Human Resources functions, including recruiting, interviewing, hiring, compensation, benefits, employee relations and for insuring compliance with EEO, ADA, and other governmental regulations.  Provides recommendations to Head Human Resources and Senior Management as appropriate in establishing overall human resource objectives, policies, and plans.  Ensures Human Resources activities are conducted in accordance with established Company policies and procedures.  May guide or Coordinate other Human Resources personnel as specified.

**Essential Duties and Responsibilities include the following**:

* Develops and administers various human resources plans and procedures for all company personnel.
* Participates in developing department goals, objectives, and systems.
* Seeks corporate salary survey guidance; analyzes compensation; along with Head of HR, monitors performance evaluation program and revises as necessary.
* Develops, recommends, and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost effectiveness, information activities program, and cash flow.
* Maintains and provides annual statistical data for affirmative action program, EEO-1; maintains other records, reports, and logs to conform to EEO regulations.
* Maintain and provide statistical AAP info for annual program
* Manages company recruiting program. Provides monthly, quarterly and annual analytical/statistical reporting of recruiting efforts.  Tracks trends and new developments in recruiting.
* Interviews, makes recommendations regarding potential applicants and candidates.
* Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
* Back up for HRIS/SAP maintenance.
* Manages and administers benefits enrollment.
* Manages Employee Self Service (ESS) program.
* Works closely with management, Head of HR and employees to improve work relationships, build morale, increase productivity and retention
* Analyze trends and metrics in partnership with Head of HR to develop solutions, programs and policies.
* Provides HR policy guidance and interpretation.
* Administers and manages workers' compensation program
* Manages unemployment claims
* Management FMLA program

**Knowledge, Skills, Attitude:**

* Ability to manage and administer a broad range of tasks including resolving complaints, counseling managers and employees on the interpretation of policies, procedures and union agreements.
* Excellent PC skills; Proficient in using a variety of applications – Outlook, Word, Excel and PowerPoint.
* Language/Communication/Interpersonal: Ability to speak read and write fluent English.
* Effective oral and written communication skills with ability to clearly and professionally express thoughts and information.
* High level of interpersonal skills to handle sensitive and confidential situations and documentation.
* Good facilitation and presentation skills.
* Strong organizational skills, detail oriented excellent follow-through and the ability to multi-task.
* Continuous improvement approach towards work processes.
* Strong customer service skills.
* Tact, diplomacy and the ability to enlist the support of others are essential. Proven ability to work with all levels of employees required.
* Proven leadership.
* Ability to exercise sound judgment and make decisions in a manner consistent with the essential job functions.
* Must be able to work under pressure and in a team-oriented environment

**Education/Experience Requirements:**

* Specialized expertise and broad knowledge of most functional areas of HR, knowledge of human resource laws and regulations; Detailed understanding of compensation and benefits policies and program, employee relations practices and staffing techniques.
* A Bachelors degree and 3 to 5 years of Human Resources experience, OR
* A Masters degree in Human Resources Management and two (2) years of experience in the HR field.
* Strong recruiting background, 3 to 5 years progressive experience.
* Knowledge of Human Resource principles and legal requirements.
* Previous experience working in a manufacturing plant preferred
* PHR or SHRM-CP certification preferred.

Mettler-Toledo is a global supplier of precision instruments with sales and service locations in 37 countries. The Mettler-Toledo Product Inspection Group, consisting of CI-Vision, Hi-Speed and Safeline, is the world’s leading supplier of in-line checkweighers, metal detectors, machine vision systems and x-ray inspection systems. We believe employees are the lifeblood of our company. As we thrive on quality and initiative, we work together in a fast-paced environment striving towards common goals and open to innovation and success. We’d love for you to become part of our growing team!

We provide an entrepreneurial environment within the context of a dynamic global organization. We offer competitive salary and excellent benefits, including: health, dental, vision, prescription, life, Short Term Disability and Long Term Disability; 401(k) with company match, tuition reimbursement; employee referral bonus and training.

METTLER TOLEDO is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability status, protected veteran status, or any other characteristic protected by law.

Mettler-Toledo, LLC and its subsidiaries endeavors to make mt.com accessible to any and all users.  If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please contact Laly Vazquez - HR Senior Representative (HR Department) at 813-549-6937 or laly.vazquez@mt.com.

METTLER TOLEDO is an equal opportunity employer that recognizes the value in having a diverse workforce.

U.S. Equal Employment Opportunity/Affirmative Action Information

Mettler-Toledo, LLC and its subsidiaries ("METTLER TOLEDO") are Equal Employment/Affirmative Action Employers and as federal contractors required by the Department of Labor to provide statistical information on our applicants. In order to comply with these requirements, we invite you to voluntarily provide the following information. This information will be kept separate from your employment application and is not a requirement for employment. This information will not be used in a discriminatory manner.