The Plant Human Resource Specialist at Northwest Factory Finishes (NWFF) will enhance the competitiveness and profitability of the company by providing technical and managerial expertise within operations. In addition, they will be involved with all levels of management, in Human Resource planning, development and execution.

**Description:**
The Plant Human Resources Specialist reports directly to the Controller. This role will be aligned with Manufacturing Operations and will support branches in Bonner and White City. This role will be instrumental in developing HR plans and strategies to support the achievement of business objectives and achievement of desired organizational culture. As a key member of the team, he or she will act as the company wide recruiter and trainer. The position requires a leader capable of facilitating and driving change in a fast-paced environment effectively leveraging his/her strong interpersonal skills. Key to success in this position is the ability to work within the organization at all levels and within all functions, creating value and buy-in within our multiple manufacturing locations.

**Preferred Qualifications**
- Bachelor’s degree
- 5 Plus years Human Resources experience showing knowledge and career progression, dealing with a broad range of HR related areas.
- 3-5 years of comprehensive experience directly preparing, processing and reconciling payroll transactions using Quickbooks
- Experience in a manufacturing environment is a plus but not required.
- High level of competence in complying with state and federal wage, hour and tax laws with a proven ability in preparing and reconciling state and federal payroll reports.
- Must have recent experience in all aspect of payroll from calculations, direct pay, garnishments, workers’ compensation, withholding elections, etc.
- Ability to complete a high volume of work in a timely manner while maintaining a high level of accuracy and confidentiality.
- Performance Management Systems experience
Key Job Responsibilities:

Human Resources

- Attract, hire and retain the best employees
- Provide leadership in recruiting related assignment including but not limited to Internet advertising, vendor selection for recruiting services, job fair participation and direct hire events
- Initial employee onboarding, setup and rollouts (policies / handbook)
- Manage and coordinate the annual hourly performance review process ensuring all hourly employees understand performance expectations and that all department managers/supervisors are trained in the appraisal process.
- Provides assistance and guidance on resolving employee relations issues by partnering closely with managers, and act as the secondary point of contact for employees while providing guidance, conducting investigations, recommending solutions, and analyzing trends.
- Provide key HR input into the development of plant and department strategy goals
- Develop and implement detailed curriculum for NWFF University
- Create orientation materials both written and video for all new hires
- Redraft and maintain employee handbook with updated information for new hire paperwork
- Apply and interpret policies and procedures to basic and complex employment issues. Ensure compliance to State and Federal laws. Recommend changes to policies and procedures based on business trends.
- Prepare Job descriptions
- Provides direction to department managers regarding disciplinary actions, terminations and handling policy violations
- Performs exit interviews. Analyzes trends and provides summary reports to plant management.
- Help organize and participate in community activities; build relationships with community representatives to continually promote NWFF as an employer of choice.
Northwest Factory Finishes

Position Description: Payroll and Plant Human Resource Specialist

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**Payroll**

- Maintain and process payroll information utilizing Quickbooks
- Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers.
- Pays employees by issuance of paychecks or electronic transfers to bank accounts.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities and performs the calculation of employee federal and state income and social security taxes, and employer's social security, unemployment, and workers compensation payments.
- Balances the payroll accounts by resolving payroll discrepancies.
- Provides payroll information by answering questions and requests.
- Maintains payroll guidelines by writing and updating policies and procedures.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies

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**Manufacturing Health and Safety Performance and Compliance**

- Update, post and direct as needed company safety policies.
- Work directly with safety officer and plant floor managers to ensure manufacturing operations are performed within OSHA standards and guidelines.
- Measure, monitor and report quarterly on manufacturing safety performance.