



WEBCO HR, Inc.

Let Experience be Your Guide

HUMAN RESOURCES MANAGER – CHINO, CALIFORNIA

WEBCO HR, Inc. is seeking a Human Resources Manager for one of our clients located in Chino, California.

RESPONSIBILITIES:

Based in California, supporting multiple sites, the Human Resources Manager will implement and manage a wide variety of Human Resource duties including policies, practices, and employee engagement programs to support recruitment, employee and labor relations, benefits, and compensation, performance management, training, and HRIS systems.

- Manage the implementation, interpretation and administration of established HR policies and programs; assist in keeping employees informed of HR policies; counsel with and coach employees and management of HR policies, performance, complaints, and other matter.
- Manage cost effective recruitment and selection activities to insure a pool of qualified candidates for every open position.
- Manage salary administration programs including merit increases, promotions, budget forecasts, performance appraisals, etc.; maintain all related records.
- Manage and coordinate separations from employment; conduct exit interviews.
- Manage the development and maintenance of all employee records, files, and related reports in conformance with all legal and internal company requirements.
- Facilitate corporate training programs to support individual, management and functional development activities; monitor effectiveness of programs; may assist in developing in-house programs.
- Work with supervision/management on appropriate employee corrective action and documentation.
- Must have knowledge of California State and Local Municipality labor laws, wage and hour guidelines, COBRA, ADA, FMLA, PDL/CFRA and other related Federal and State regulations.

REQUIREMENTS:

- BA/BS degree in Human Resources, Business Management, Organizational Development, or related discipline.
- 3+ years of Human Resource Management experience in California.
- PHR or SPHR, SHRM-CP or SHRM-SCP, certification preferred.
- Labor relations / union experience preferred.
- Must have knowledge of California State and Local Municipality labor laws, wage and hour guidelines,
- Candidate should be detail oriented and have exceptional multi-tasking, organization, prioritization.

- Ability to work independently and effectively with little supervision, taking initiative to support.
- Ability to hold confidential and sensitive information with the utmost integrity.

COMPENSATION:

- Base Salary
- Full Benefits

THE COMPANY:

Our client, headquartered in Lyndhurst, NJ, is a specialty chemicals company with a leading position in the development and production of systems and solutions for bonding, sealing, damping, reinforcing, and protecting the construction, residential & home improvement, oil & gas pipeline and the transportation, marine, and automotive manufacturing industries. Sika's unique product technologies include concrete admixtures & fibers, mortars, epoxies, urethanes, structural strengthening systems, industrial flooring, PVC and liquid applied membrane roofing systems, thermal insulation, plaster, and stucco, below-grade waterproofing, and acoustical & reinforcing materials.

They are a global company with a strong tradition in innovation and quality, continuously developing products and solutions that create new opportunities for the company, its employees, and customers. They are committed to sustainable development. The company honors its global responsibilities by offering sustainable solutions for energy-efficient construction projects and automotive vehicles. The company's "More Value - Less Impact" strategy focuses on minimizing risks and resource consumption while generating value in solutions and contributions to stakeholders.

WEBCO HR, Inc. is an Equal Opportunity Employer

APPLY