Sierra Pacific Industries



**HUMAN RESOURCES / SAFETY COORDONATOR**

**Chinese Camp, CA**

PRIMARY DUTIES

* Manage the recruiting, interviewing, hiring, and new employee orientation processes
* Represent the Company in job fairs and foster relationships with schools and recruitment sources
* Full responsibility for mill payroll and payroll processes
* Communicate and administer Company benefit plans
* Manage Human Resources functions for hourly personnel
* Manage Safety programs, accident and injury prevention, and regulatory compliance
* Work closely with Mill Manager, Superintendent, and Supervisors for effective HR and Safety programs
* Coordinate with the Company’s main Human Resources Department
* Implement Company-wide HR and Safety policies, procedures, and practices at mill level
* Audit, monitor, and implement Company HR and Safety policies, conduct investigations, and maintain records
* Maintain an understanding of, and ensure compliance with, State and Federal employment laws and Company Policy
* Responsible for Workers’ Compensation functions, including attend worker’s compensation appointments and working with medical staff and injured employees
* Drive safety excellence, promote crew involvement and accountability, and proactively eliminate hazards
* Implement programs that educate, engage, and motivate crew members

QUALIFICATIONS

* Preference given to applicants with 2 years HR-specific experience or educational equivalent
* Have knowledge of Federal and State employment laws
* Proven ability to work independently, discretely, and handle confidential information
* Ability to analyze problems and make decisions with minimal management intervention
* Ability to establish the position as a resource and partner with management
* Skill in leadership, communication, motivation, and people management
* Proficient in Microsoft products (Word, Excel, Publisher)
* Possess excellent communication skills, both verbal and written

Email resumes to Paul Niemer at [pniemer@spi-ind.com](mailto:pniemer@spi-ind.com)

[www.spi-ind.com](http://www.spi-ind.com)