



Nittobo America Inc

Job Description

Position: Assistant Manager of Human Resources, Corporate Office

Wage/Hour Status: Exempt

Report to: Manager, Human Resources, of Nittobo America Inc.

Date: October, 2015

Position Summary

At the Iowa location this position provides direction for consistent, efficient and accurate operation of activities related to Human Resources. It is responsible for assisting with the administration of all benefits, including payroll processing and 401K Savings Plan. These tasks are accomplished by performing the duties stated below. All duties are performed in a manner that is consistent with the goals and policies of the company, as well as in compliance with ISO standards, where applicable.

Essential Functions:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with proper notification.

- Corporate Responsibilities in Iowa-

- Maintain open communication with the HR Manager, regarding all incidents related to employees that have the potential impact on corporate risk and/or liability.
- Responsible to keep the location management informed and educated in the latest changes in the employment laws and regulations.
- Partners with employees and management to communicate various human resource policies, procedures, standards and laws.
- Maintains and coordinates employee recognition programs according to company policy.
- May recommend new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
- Coordinates with the safety efforts of the company.

-Management in Iowa-

- As the local HR representative, and in conjunction with HR Manager, the primary function is to coordinate HR policies and programs with emphasis on the human resources, benefits and payroll areas.
- Interviews, screens and recruits according to job-related requirements, job applicants to fill exempt, non-exempt and temporary positions.
- Establishes and maintains department records and reports.
- Monitor all company written performance evaluation reports prior to delivery to employees in order to ensure timely delivery and compliance.
- Responsible for delivery of corporate training of managers and supervisors on employee related actions.
- Along with the HR Manager perform annual reevaluation of benefits for cost effectiveness.



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- Conduct new employee orientations according to company policy, as well as written exit interviews
- Writes and coordinates the posting/ publishing of job openings.
- On a regular schedule, performs various accounting activities related to HR function as well as annual payroll budgets: salaries, taxes and benefits.
- Performs general company accounting functions as required, such as A/P entry, Sales Invoicing, record daily cash receipts and prepare for bank deposit.
- Responsible for management of records of all human resources activities, including, but not limited to medical records.

-CONFIDENTIAL INFORMATION:

- This position has a high access to confidential information.
- Due to the confidential nature of all human resource records, responsible to limit access by others.
- Before placing a person in this position, a background check is required.

- QUALIFICATION REQUIREMENTS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-KNOWLEDGE, SKILLS and ABILITIES:

EDUCATION and/or EXPERIENCE: Bachelor's degree (B.A.), from a four year college or university; or HR Certificate with two to five years of education, experience and/or training in business, accounting or psychology preferred; or equivalent combination.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, and employees.

MATHEMATICAL SKILLS: Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and volume.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.



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OTHER SKILLS and ABILITIES: Coursework or training in Human Resources and knowledge of accounting principles and procedures. Computer skills, knowledge of commonly used software programs for word processing, spreadsheets, and databases.

-PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit.
- The employee frequently is required to use hands and fingers, handle, or feel objects, tools, or controls.
- The employee is occasionally required to stand, walk, reach with hands and arms, and talk or hear.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

-WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

I have read this job description and fully understand the requirements set forth. I understand this is to be used as a general outline of the work to be performed in this position and that it is not to be construed as an exhaustive list of responsibilities, duties, and skills required. I further understand that this job description does not constitute an employment contract with Nittobo America Inc.
