



RENEWABLE ENERGY GROUP JOB DESCRIPTION

POSITION TITLE: Manager/Senior Manager, Human Resources
REPORTS TO: Executive Director, Human Resources
LOCATION: Ames
FLSA JOB STATUS: Exempt
DEPARTMENT: Human Resources
DATE WRITTEN: 02/11/2016

POSITION PURPOSE:

The purpose of this position is to be responsible for and assist with the support for administrative functions, compliance, recruitment, benefit administration, and processing payroll. This position is also responsible for the supervision of other staff members in the performance of HR related functions and acts as a resource for REG employees.

ESSENTIAL FUNCTIONS:

Administrative Functions

- Assist employees with Human Resources related issues, questions and concerns
- Responsible for presenting employee orientation to new hires and assist with ongoing training as necessary
- Provide detailed accounting records for financial and managerial purposes
- Provide training and direction on HR duties as necessary

Compliance

- Assure compliance with Federal and State regulations
- Create advertisements for employment to include EEO/AA Employer statement as required by the Affirmative Action Plan
- Maintain, calculate and track all Leave of Absence requests, assuring legal requirements are met (STD, FMLA, etc.)
- Responsible for processing worker's compensation claims along with supporting documents
- Supports company policies and procedures while adhering to all applicable laws
- Support company policies and procedures while adhering to all applicable laws
- Process applicable paperwork for financial records and reporting requirements

Recruitment

- Assist with and participate in Job Fairs and educational presentations

- Instruct applicants on completing employment applications and review applications for completeness
- Ensure State and federal postings are current at all locations

Benefit Administration

- Responsible for general ledger reconciliation of benefit accounts
- Act as the liaison to the third party administrator regarding all aspects of employee benefits
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- Assist in the benefit enrollment of new employees

Processing Payroll

- Prepare and administer bi-weekly payroll, including all required reporting
- Facilitates the performance appraisal process

Other frequent duties:

- Maintain confidential records at all times

Perform other duties as assigned

JOB REQUIREMENTS:

Be available for daily work as required

Communicate effectively with customers and co-workers (oral and written)

Demonstrate attention to detail

Ability to use office equipment (computer, copy machine, calculator, etc.)

Manage multiple tasks simultaneously and in a timely manner

Provide personal contact information on an as needed basis for official business purposes

JOB QUALIFICATIONS:

Education Required: 4 year bachelor's degree – Human Resources or Business related degree. SHRM and/or HRCI Certification preferred.

Experience Required: 6-7 years of Human Resource experience and knowledge of government compliance requirements.

Skills Required:

Advanced Excel skills
Strong verbal and written communication skills
Extensive math and accounting skills
Microsoft Office Suite (Excel, PowerPoint, Outlook)

Special skills or knowledge preferred:

JD Edwards
ADP

BASIC MENTAL AND PHYSICAL REQUIREMENTS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires continuous sitting for long periods of time, high levels of concentration, extensive telephone communications, manual dexterity to input and access information through a computer terminal, frequent math and algebraic calculations, moderate analytical ability, and visual ability to read computer terminals and detailed reports for extended periods of time. Some mobility required to move throughout the office and production areas. Repetitive hand motions occur during office procedures. The position may require extended periods of sitting while operating computer terminal and engaging in communication with walk-in and phone customers. This job requires continuous mental alertness to analyze data and develop multi-faceted information, in a fast-paced environment. Frequent activities involve walking, standing and occasional lifting of containers up to 75 pounds.

WORKING CONDITIONS:

General office working conditions with extended periods sitting while operating computer terminals/phones. Significant amount of time spent viewing computer terminal, filling orders and/or reading detailed reports. Extended or flexible work hours as needed or required by industry or corporate situations.

TRAINING:

1. Orientation
2. Customer Focus
3. Safety
4. External/Internal Training

This job description in no way states or implies that these are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other duties requested by his/her supervisor.