



Job Board Posting

Job Title	Human Resource Manager	# of Openings	1
Company Name	iHerb, Inc.	Industry/Nature of Business	On-line Retailer
Worksite Address	2640 Auto Mall Drive, Elgin, IL 60123	County	<input checked="" type="checkbox"/> Kane <input type="checkbox"/> Kendall <input type="checkbox"/> DeKalb
Job Type	<input checked="" type="checkbox"/> Full-Time, Regular <input type="checkbox"/> Other- <i>Please Specify:</i>	# of Hours Per Week	
Required Schedule/Shift	<input type="checkbox"/> Monday <input type="checkbox"/> Thursday <input type="checkbox"/> Sunday <input type="checkbox"/> Tuesday <input type="checkbox"/> Friday <input type="checkbox"/> Rotating <input type="checkbox"/> Wednesday <input type="checkbox"/> Saturday	<input type="checkbox"/> Day/1 st Shift <input type="checkbox"/> Rotating <input type="checkbox"/> Evening/2 nd Shift <input type="checkbox"/> Split <input type="checkbox"/> Night/3 rd Shift	
Benefits	<input checked="" type="checkbox"/> Medical <input checked="" type="checkbox"/> 401K <input checked="" type="checkbox"/> Dental <input checked="" type="checkbox"/> Profit Sharing <input checked="" type="checkbox"/> Vision <input type="checkbox"/> Pension	<input checked="" type="checkbox"/> Vacation <input checked="" type="checkbox"/> Holiday Pay	<input type="checkbox"/> Other: <input type="checkbox"/> No Benefits
Job Description/ Duties and Responsibilities	<p>Job Summary: As a strategic business partner, the Human Resources Manager is responsible for partnering with operations management and supporting business needs by ensuring HR practices and processes align with company strategy and objectives. The HR Manager is also responsible for promoting corporate values and enabling business success through job design, performance management, training and development, employment cycle changes, talent management and providing timely resolutions to employee relations issues.</p> <p>Job Expectations:</p> <ul style="list-style-type: none"> Manages all aspects of Human Resources in the distribution center and provides excellent customer service to distribution center team members as well as operations management Assists in developing and implementing HR policies, procedures, strategies and initiatives aligned with overall business strategy Supports current and future business needs through team member development, engagement and motivation Supervises HR support at the distribution center and provides support to corporate HR as needed Conducts investigations regarding complaints of discrimination, sexual harassment and other work-related issues; recommends appropriate resolution of complaints, monitors results, provides follow-up, writes summary reports, makes disciplinary recommendations and tracks company trends Nurtures a positive and rewarding work environment and promotes the Open Door policy to ensure team members have an outlet to voice complaints or concerns Develops and utilizes key HR metrics to support solid business decisions Oversees the relationship with local staffing agencies, and partners with on-site staffing supervisors to provide guidance to the management team when issues arise with agency team members Partners with the corporate HR regarding leaves of absence and accommodation requests Continually updates and maintains facility job descriptions as necessary Ensures legal compliance by monitoring and implementing applicable federal and state requirements, conducting investigations, maintaining records, responding to claims and representing the company at all hearings Provides advice regarding the interpretation of company policies and procedures, and coordinates the resolution of specific policy or procedure related problems Oversees the off-boarding process by ensuring termination packets are prepared as required, coordinating final pay with the Payroll department, conducting termination meetings and notifying appropriate personnel Maintains confidentiality regarding all sensitive information Partners with corporate HR and operations management to implement various team member recognition programs and to coordinate team member events Oversees recruitment efforts for all local exempt and nonexempt personnel including the preparation and issuance of employment offer documents 		

	<ul style="list-style-type: none"> Oversees on boarding process including completion of all company and legally required employment documents, training on company policies and benefits, and timely processing of all new hire paperwork Serves as back-up to Safety and Security Supervisor regarding accident investigations, on-site substance abuse testing, workers' compensation claims, and issuing or canceling security access Oversees benefits administration to include proper processing of qualified life event changes, new hire enrollments, terminations (COBRA), and communicating benefits information to team members Manages annual benefits open enrollment process for facility, ensuring proper communication to team members regarding changes and assisting team members with the enrollment process Partners with local operations management to design and execute facility communications plan which includes all information posted on the CCTVs and quarterly team meetings Ensures all team member files are maintained electronically in compliance with all legal requirements, and ensures all hard copies are forwarded to the corporate office for official record keeping Maintains Human Resource Information System records by overseeing the processing of team member change forms for new hires, terminations, promotions, salary changes, leaves of absences, etc. and compiles reports from database as needed <p>Knowledge, Skills and Abilities:</p> <ul style="list-style-type: none"> Knowledge of federal and state laws regarding all human resource areas including: benefits, employment, wage and hour regulations, ADA, EEO, NLRB, leaves of absence (FMLA/USERRA) etc. Ability to research, interpret and implement necessary changes in regard to employment laws and regulatory updates Excellent verbal and written communication skills, including the ability to conduct presentations, facilitate meetings and provide training Ability to maintain confidentiality as required Strong interpersonal skills including the ability to communicate with all levels within the organization Possess excellent organizational and time management skills Ability to use logic, reasoning and factual data to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems Ability to accept criticism, and to calmly and effectively deal with high stress situations Ability to be sensitive to other's needs/feelings, and the ability to take an objective position when gathering facts regarding sensitive matters Ability to work independently including the ability to research and resolve issues with minimal supervision Proven ability to work effectively in a team environment Ability to manage several complex projects simultaneously while working under pressure to meet deadlines
Required Education Level	<input type="checkbox"/> No educational requirement <input type="checkbox"/> Associate Degree <input type="checkbox"/> Vocational Certificate or Credential <input type="checkbox"/> High School Diploma or GED <input checked="" type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Occupational License, including Driver's License <input type="checkbox"/> Some College <input type="checkbox"/> Master's Degree Requirement(s) <i>(please explain)</i> :
Other Job Requirements/Qualifications	<p>Equipment Knowledge:</p> <ul style="list-style-type: none"> Strong knowledge and use of Microsoft Office software; Excel, PowerPoint, and Word Experience with HRIS and ADP Workforce systems a plus <p>Education Requirements: Bachelor's Degree in Business Administration, HR Management, Organizational Management or related field preferred, or a combination of education and equivalent work experience.</p> <p>Experience Requirements: Generally, requires a minimum of five (5) to eight (8) years of experience in a similar position with emphasis in employee relations, engagement, recruitment, leaves of absence, etc. Progressive Human Resources experience including leading and developing other HR professionals. Experience working in a distribution center preferred</p>
Pre-Employment Requirements	<input type="checkbox"/> Background Check <input type="checkbox"/> Physical Exam <input type="checkbox"/> Other- <i>Please Specify</i> : <input type="checkbox"/> Drug Screening <input type="checkbox"/> Tools/Equipment/Uniforms
How to Apply	<p>To apply for this position and/or view other opportunities that are currently available at iHerb, please visit us online and complete the application process: https://hire.withgoogle.com/public/jobs/iherbcom</p>