



Job Title: HR/SAFETY MANAGER
Location: HOWARD, SOUTH DAKOTA – 50 EMPLOYEES
Reports To: GENERAL MANAGER
Salary/Wage: UP TO \$50,000/YR, DOE
Relocation: NO RELOCATION OFFERED FOR THIS POSITION

Knight & Carver Wind Group is seeking a qualified and experienced HR/Safety professional to support and lead our Operations in Howard, South Dakota. This position is a highly visible hands-on leadership position within the plant and the entire company.

JOB DESCRIPTION:

- Responsible for all managerial HR/Safety functions in a manufacturing environment
- Provides solid support and leadership in all HR/Safety areas to all employees and management
- Maintain positive, resourceful and consistent relationships with all employees, customers & vendors
- Handle all recruitment, selection, screening and hiring process for the plant on a compliant level
- Conduct all new-hire orientation, safety training sessions, benefits and compensation administration
- Handle & document all work-place injuries, investigations, inspections and return-to-work program
- Train all employees in all areas of proactive safety awareness, disciplines and maintain certifications current
- Assist in staff development in all functional HR/Safety areas
- Manage & maintain all employee relations, documentation, counseling and performance management
- Respond to all employee issues & concerns as needed via a written communication mode to the employee
- Daily maintenance of all employee and safety files; written documentation of all safety meetings & minutes
- Maintain a safe, neat and clean work area and ensure all employment/safety law regulatory compliance
- Work with all employees and management to facilitate lean events and safe work procedures at all times
- Maintain weekly HR/Safety reporting to GM and corporate offices in San Diego, CA
- Maintain all safety certifications up-to-date and conduct vendor inspections/maintenance on all machinery
- Ensure the facility complies with all applicable environmental, OSHA, and other regulatory requirements
- Perform miscellaneous duties, tasks & projects as needed

REQUIREMENTS:

- BA/BS required in a related field of study
- Six (6) years or higher of progressive management experience in HR/Safety manufacturing environment
- Excellent customer service skills and ability to develop professional business relationships
- Hands-on experience in handling safety and employee relations required; HRIS experience required
- Strong understanding of employment law and safety regulatory compliance
- Able to demonstrate leadership qualities to all employee levels and
- Must be able to communicate effectively at all levels of the organization & deliver successful presentations
- Understanding of financial cost drivers and managing the HR/Safety budget
- Ability to travel 10%
- Safety certifications preferred

BENEFITS:

- 100% PAID Medical, Dental, Chiropractic & Long-Term Disability for the employee and 50% coverage for dependents after 60+ days
- Vision & Cafeteria Plans available after 60+ days
- 15 Vacation Days Annually



- 6 Paid Holidays Annually
- 401k Retirement Program with employer contributions after 6 months
- Educational Assistance Programs
- Employee Assistance Programs
- Professional working environment with a growing organization and staff!

HOW TO REACH US:

- FAX: 619.791.1126
- EMAIL: hrwindgroup@kcwind.com
- IN PERSON: MONDAY through FRIDAY: 8am to 5pm

**KNIGHT & CARVER WIND GROUP - SD
606 WEST INDUSTRIAL
HOWARD, SD 57349**

WWW.KCWIND.COM

Knight & Carver Wind Group is an Equal Opportunity Employer with a Drug-Free work environment.

WELCOME TO KNIGHT & CARVER WIND GROUP!