

# Human Resources Manager

## Position Summary

Responsible for the overall administration, coordination, and evaluation of the human resources functions. Administers equal employment opportunity (EEO) and affirmative action (AA) programs to promote diversity in the workplace. Help develop and communicate Company EEO/AA policies and procedures. Participate in discrimination investigations and workforce evaluations. Maintain records of workforce demographics. Ensures Company's compliance with laws and regulations.

## ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Maintain knowledge of current issues and laws related to equal opportunity employment, affirmative action, and Family Medical Leave, etc.
- Formulate policies and procedures for recruitment, testing, placement, classification, benefits, and labor relations.
- Develop, recommend and implement personnel policies and procedures; prepare and maintain employee handbook, and recommend changes to management.
- Direct preparation and distribution of written and verbal information to inform employees of benefits, compensation, and personnel policies.
- Manage the Company's Affirmative Action Plan and notify management of any concerns.
- Conduct internal investigations, document findings, forward summary and recommendation to senior management.
- Serve as the Custodian of Records for personnel records.
- Consult with internal and external legal counsel as appropriate on personnel matters to ensure compliance with federal, state, and local laws and Company policies and procedures.
- Represent Company at personnel-related hearings and investigations.
- Work directly with department managers/craft superintendents to assist them in carrying out their responsibilities on personnel matters.
- Maintain and file EEO-1, VETS 4212, and other governmental reports as required.
- Respond to and manage claims for unemployment compensation against the Company.
- Perform other duties as assigned.

## Supervisory Responsibilities:

Directly and/or indirectly supervise employees assigned to the HR Dept. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work. Travel is primarily local during the business day, although some out-of-area and overnight travel may be required.

## Education/Experience:

Bachelor's degree in Human Resources, Business Administration, or a related field, plus five to seven years experience in an HR supervisory position required. An equivalent combination of education and experience may be considered. Working experience in a construction environment desired.

## Required Skills:

- Intermediate level Microsoft Word, Excel, and Outlook Express.
- Interpret documents such as safety rules, general business periodicals, professional documents, insurance plans, company policies/ procedures, and governmental regulations.
- Effectively present information and respond to questions from senior management, employees, applicants, government officials, and the public.
- Ability to work flexible hours, including overtime, weekends as needed

## Behavioral Attributes:

Integrity, flexibility/adaptability, initiative, interpersonal skills, attention to detail and multitasking. Maintain the confidential integrity of details pertaining to Eastern Shipbuilding Group.

### *Employer Benefits*

Company paid health, dental, and life insurance; other benefits include vision, disability, accident, cancer, and life insurance, pre-paid legal, paid vacation and holiday pay.

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disability status or any other status or characteristic protected under applicable federal, state, or local laws. Pre-employment drug testing and physical required. For consideration, qualified applicants may apply in confidence at:

[www.easternshipbuilding.com](http://www.easternshipbuilding.com)

### *Apply*

Eastern Shipbuilding Group, Inc. - Human Resources  
13300 Allanton Road, Panama City, FL 32404 or  
134 S. East Ave., Panama City, FL 32401  
[HR@easternshipbuilding.com](mailto:HR@easternshipbuilding.com)



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