

Human Resources Supervisor

Position Summary

Responsible for supervision of daily HR tasks as well as performing human resources-related duties on a professional level and work closely with HR Management. This position carries out responsibilities in some or all the following functional areas: employment, compliance, employee relations, training, affirmative action, leave of absence, recruitment and file maintenance, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Regular attendance at work and the ability to work flexible hours, including overtime, weekends, and holidays.
- Responsible for directing daily functions of HR.
- Prepare and process records, documents, correspondence, and other materials of a sensitive nature.
- Maintain compliance with federal, state, and local employment laws and regulations.
- Administer drug tests, schedule pre-employment physicals, and conduct new/rehire in-processing.
- Update and maintain employee personnel files and records to ensure completeness and compliance with governing agencies.
- Maintain knowledge of current issues, Company Policies and laws related to employment.
- Update and maintain HR information (HRIS) records and compiles reports from the database.
- Maintain and process notices of unemployment claims and potential charges in a timely, efficient manner; participate in unemployment hearings as necessary.
- Perform other duties as assigned.

Supervisory Responsibilities:

This position is responsible for supervising certain HR office staff.

Duration: More than 150-days

Hours per week: 40+

Salary: Salary commensurate with skills and experience

Education/Experience:

High school diploma or GED equivalent, plus five years' experience in Human Resources desired. An equivalent combination of education and experience may be considered.

Required Skills:

- Supervisory experience
- Knowledge of Federal, state, and local employment laws and regulations
- Intermediate level Microsoft Word, Excel, and Outlook.
- Ability to read and 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 apply common sense understanding to carry out instructions furnished in written, verbal, or diagram form.
- Ability to add, subtract, multiply, and divide in all units of measure.

Desired Skills:

- Bi-lingual English/Spanish a plus.

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.

Eastern proudly honors American's Veterans for their service to our country and encourages all veterans to apply at our organization. Eastern Shipbuilding Group, Inc., is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status,

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

Apply

Eastern Shipbuilding Group, Inc. - Human Resources
13300 Allanton Road, Panama City, FL 32404 or
134 S. East Ave., Panama City, FL 32401
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