



Lead and direct the Human Resource function for US and Canadian personnel with a focus on organizational development, talent management, training & development, compensation & benefits, workforce planning, and employee engagement. This individual must have the ability to handle assignments that are of a confidential and complex nature with considerable discretion, judgment, tact and professionalism.

This position manages the employees of the HR department and is responsible for the performance management and hiring of the employees within that department.

Human Resources Manager

Your main responsibilities

- Establish vision and strategy to deliver best in class human resource leadership across business
- Establish close working relationships to understand business objectives and requirements to assist in timely delivery of people related solutions.
- Contribute to the business strategy by helping business leaders identify priorities and build organizational capabilities, behaviors, structures, and processes.
- Actively champion and lead culture initiatives focused on increasing employee engagement and increasing workplace productivity.
- Assists managers with the selection and contracting of external training programs.
- Manage benefit programs as it relates to: selection of benefit options, management of broker relationships, and evaluation of market trends, ensuring legal compliance, and budgeting.
- Manage the execution of the annual talent and performance management cycle.
- Oversee the management and legal compliance of Company 401(k) plan.
- Lead the development and communication of changes to personnel policies and procedures and ensure proper compliance.
- Manage compensation, reward strategies and processes including salary structure, pay policies, systems, setting performance compensation strategies (bonus reward systems and structures).
- Ensure compliance with country, federal, state and local legislation pertaining to all personnel matters.
- Consult with legal counsel on employee relation or legal compliance topics as needed.
- Manage visa immigration process in partnership with legal counsel.
- Participate on committees and special projects and seek additional responsibilities.

Your qualifications

- Minimum of a Bachelor's degree or equivalent in Human Resources, Business, Organizational Development, or related field of study.
- Minimum 8 years of progressive leadership experience in Human Resources positions.
- Excellent knowledge of employment legislation and regulations.
- Thorough knowledge of human resource management principles and best practices
- A business acumen partnered with attention to the human element
- Knowledge of data analysis and reporting
- Excellent organizational and leadership skills
- Outstanding communication and interpersonal skills
- Diligent and firm with high ethical standards
- PHR/SPHR or SHRM-CP/SHRM-SCP a plus

What we offer

Some travel locally during the business day, although some out-of-area and overnight travel may be expected (< 5%).

This job operates in a professional office environment. This role routinely uses standard office equipment such as a keyboard, mouse, laptop, paper notebooks, smartphone, etc. This person will have a standard office desk and chair, and may occasionally be required to file documents or lift items weighing less than 20lbs.

Candidate Contact



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Human Resources

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