



## **Director of HR / HR Manager / HR Business Partner**

Advanced Powder Products, Inc. (APP) is a fast-growing high technology company that specializes in the development and manufacturing of net shape metallic components using Metal Injection Molding (MIM), and 3-D powder metal printing technologies. Using our trademarked technologies – protoMIM® and printalloy®, APP is the first choice of many OEM's when rapid development of new components is required. We manufacture components that make our client's surgical devices, hand tools, firearms, and sporting goods function better.

Our technical staff is involved in developing and designing new products, implementing robotics systems, realizing process improvements, and employing state of the art equipment to support manufacturing. If you are looking for a career in a technology driven company, then come grow with us!

APP offers some of the best benefits in the Central Pennsylvania Region. These include: paid vacation, sick time, paid holidays, medical, dental, vision, 401K with company match, profit sharing, long-term and short-term disability, life and AD&D insurance.

[www.4-app.com](http://www.4-app.com)

### **Job Characteristics:**

- This position will have a great deal of influence on developing the HR policies and procedures for a fast-growing local company working closely with the management team and company owner
- The successful candidate is expected to play a key role in driving our corporate culture and engagement with our employees
- Socially-focused, connecting quickly with people in a warm, poised and enthusiastic way; requires "how can I help you?" attitude
- Very fast paced team environment: must jump in and roll up sleeves to help out when necessary
- Must be detail oriented, requires the completion of multiple tasks quickly, correctly and simultaneously
- Will involve motivating and persuading others to achieve the organization's goals
- Lots of attention will be spent on building and maintaining relationships amongst all levels of the organization
- Adherence to established guidelines and procedures is important
- Consensus decision-making; rather than independent decision making
- Strong, friendly follow-up necessary on delegated tasks
- Integral in conflict resolution within the organization; mitigate potential risks

### **Job Responsibilities:**

- Strategic direction – support the management team with insights on staffing, training, development, and HR related issues to support grow and strategic objectives of the organization
- Recruiting – help us build the best team possible utilizing the most effective methods
- Onboarding/Orientation – create orientation and onboarding practices that provides a very welcoming environment, a solid training foundation, and supports high employee retention
- Payroll processing, benefits administration, performance evaluation administration



- Maintain and update employee policies and maintain compliance with legal requirements
- Schedule, plan, prepare and administer company meetings and employee events
- Administer employee recognition programs and company events
- Maintain all employee, medical and other HR files
- Other accounting and administration duties

**Requirements:**

- Bachelor's degree in Human Resources or a related field
- 5-10 years Human Resources, payroll, and other business administration experience
- Knowledge of employment laws and practices, including FLSA, EEO, ADA, FMLA and other necessary laws and regulations