

TOMY International, Inc.

POSITION DESCRIPTION

JOB TITLE: Human Resources Manager

EFFECTIVE DATE: April 2024

DEPARTMENT: 882 – Human Resources

OVERALL SUMMARY: The Human Resources Manager will lead and direct the routine function of the HR department including payroll, administering benefits, leave policies, company policies and practices, employee relations and compliance with federal, state and local employment regulations. This position will be working out of our Dyersville, IA office.

EDUCATION: Bachelor's degree in Human Resources or Business Administration preferred or equivalent

EXPERIENCE: 3 - 5 years' experience in human resource management preferred.

RESPONSIBILITIES:

- Administer company payroll, benefit plans and leave policies
- Maintain compliance with federal, state and local employment laws and regulations
- Provide support and guidance when complex or sensitive questions or issues arise
- Oversee employee disciplinary meetings, terminations or investigations
- Review company policies and practices to maintain compliance
- Maintain knowledge of trends, best practices, regulatory changes via webinars
- Oversee labor relations and union contract
- Perform other duties as assigned

QUALITIES:

- Excellent organizational skills and attention to detail
- Strong written and oral communication skills
- Strong interpersonal, negotiation and conflict resolution skills
- Thorough knowledge of employment related laws and regulations
- Positive attitude and a team player

We are looking for people who are passionate about being part of a diverse team, where different backgrounds, experience and opinions are valued and incorporated into our daily work. We want to welcome people into our company that like to collaborate, take on challenges and value a wide variety of global views about consumers, brands, processes and products.

If interested, email resume to hr@tomy.com

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as comprehensive inventory of all duties, responsibilities and qualifications of employees assigned to this classification.