



POSITION DESCRIPTION

ROLE TITLE *Human Resources Manager – Kalama, Tacoma, Anchorage*

DEPARTMENT *Human Resources*

BUSINESS *BlueScope*

NS BlueScope Coated Products is a joint venture between Nippon Steel & Sumitomo Metals Corporation and BlueScope Steel. The Coated Product business operates in the United States, Malaysia, Vietnam, Thailand and Indonesia, with its headquarters based in Singapore. This joint venture provides a strong platform to capture growth in new market segments. ASC Profiles LLC and Steelscape LLC are part of the NS BlueScope Coated Products business in the United States.

ASC Profiles LLC is the leading manufacturer of steel roof and wall products and structural roof and floor deck in the Western U.S., servicing customers from eight locations. ASC Profiles services various segments of the steel construction industry through its three divisions, AEP Span, ASC Steel Deck and ASC Building Products.

Steelscape, Inc. is a national supplier of metallic-coated and pre-painted steel. Aimed at servicing the construction industry, Steelscape's products can be used for a wide range of applications from metal buildings to architectural roofing to decking and framing. Steelscape's facilities, located in Kalama, Washington; and Rancho Cucamonga, California are strategically located near major truck, ship and rail routes to best serve the Western U.S. market.

FUNCTION SUMMARY

Our people and our customers proudly bring inspiration, strength and color to communities with BlueScope. Our people are our strength, what do you think about joining a team which creates value and trust through superior products, service and ideas?

The Human Resources Department supports the needs of employees on a day to day basis, as well as supporting the strategic direction with a focus on our people as our strength. The group functions in various areas including HR programs, policies, procedures and projects in accordance with the Company's strategic direction and departmental business needs. In this role you will accomplish this purpose through various interactions and responsibilities in the areas of employee engagement, talent acquisition, providing development opportunities, performance management, legal compliance, compensation, and benefits. You will support our operations in Kalama, Tacoma and Anchorage. Partnership with and travel to all locations will be required to engage with teams and support each location on an as-needed basis. This position involves supporting and consulting the VP HR on non-routine employee relations and legal compliance issues, and working closely with management teams, fellow HR team members and all employees.

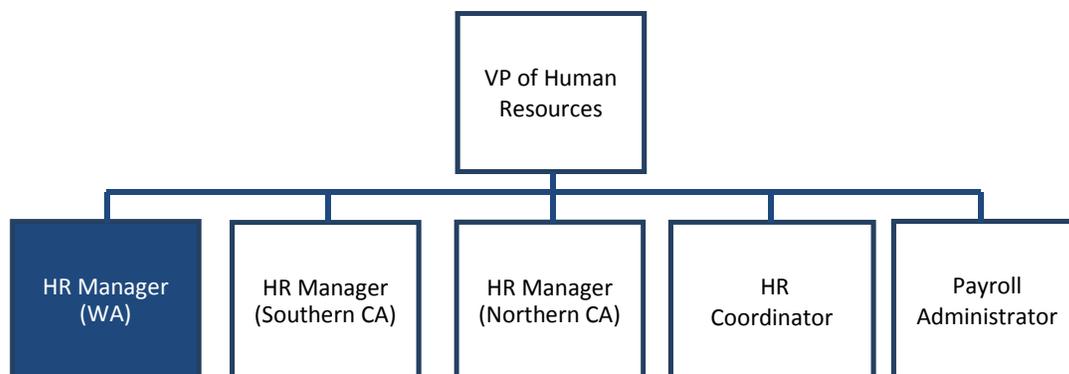
ROLE RESPONSIBILITIES

- Partnership at all levels of the organization to support and help drive strategic HR and business initiatives. This includes providing perspective, coaching, tools and insight to leaders to drive success of necessary projects, communications, progressive changes and updates to the way work gets done across the business

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- Leading and implementing with the support of the business, various human resource plans and procedures for employees; assisting in the development and implementation of HR policies and procedures
- Provide support and interpretation for management and employee base in all areas of HR, including but not limited to company practices, policies, benefits, recruitment, and compensation.
- Evaluate the knowledge, skills, and attributes required to perform various jobs by conducting position analysis, revise and develop position descriptions and evaluate positions under FLSA guidelines to ensure legal compliance; develop salary recommendations based on analysis.
- Delivers a recruitment plan that aligns with global business objectives, incorporates traditional and non-traditional recruitment sources and ensures the casting of a “wide net” to attract and introduce qualified diverse candidates to the organization.
- Manages and execute the recruitment process; advertising, job descriptions, applicant screening, interview scheduling, and reference checks with the support of the HR Coordinator
- Conduct new hire orientation as well as annual benefit enrolment presentations to communicate benefit plans to all employees; assist employees with complex benefit issues on an as-needed basis with the support of the NA Benefits team.
- Manage medical, disability, seasonal and FMLA leaves, ensuring legislation and company policies are applied fairly and consistently with the support of third-party leave company.
- Conduct investigations, provide facts, supporting documentation and recommendations to VP HR; assist with communication of outcomes of investigations.
- Provide support to managers regarding performance management consistent with HR policies and procedures; process terminations, reductions in force and resignations; provide information and responses as needed to various state unemployment departments.
- With the support of the HR Coordinator, ensure entry of new hires, status changes, leave of absences, pay increases etc. into ADP HR information system (HRIS); utilize ADP HRIS for data management and reporting.
- Undertake special projects which help drive positive workplace culture and positive business results. This includes project work involving compilation of data, researching, creating and preparing reports; May involve researching current legal developments related to employee relations, update company policies, and implementation of revised practices.

REPORTING STRUCTURE





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KEY RELATIONSHIPS

Critical to the success of this role is the ability to deliver outcomes through productive relationships with others. Important role relationships include:

- VP Human Resources
- Senior Leadership Team
- Employees
- Managers
- HR Peers
- Payroll Administrator
- Shared Services Support
- Global HR Partners

EXPERIENCE AND COMPETENCE REQUIRED

- Bachelor's degree required; Bachelor's degree in Human Resources or related field preferred.
- 5 or more years of direct Human Resources experience or total equivalent experience; PHR or SPHR certification will be highly regarded.
- Must display excellent interpersonal skills, leadership qualities, business acumen and written and verbal communication skills; must have the utmost level of professionalism, and hold confidentiality in the highest regard.
- Must have the ability to influence at all levels and across the organization
- Must have a knowledge of all major categories of the employment relationship, including but not limited to organization development, compensation and benefits, employee engagement, training and development, recruitment, statistical analysis, and creating and operating in a safe work environment.
- Must have a working knowledge of EEOC, Title VII, Family Medical Leave Act, Americans with Disabilities Act and other federal and multi state employment legislation, and ability to interpret and apply company policies and procedures fairly and consistently.
- Must have the ability to make independent decisions regarding matters of consequences to the business, as well as to internal and external customers through the interpretation of HR policies and procedures.
- Must have proficient experience in Microsoft Word, Excel and Outlook
- Experience managing an HRIS (preferably ADP), maintaining personnel records, generating reports and analyzing data.

KEY COMPETENCIES

- Ability to work with a sense of urgency.
- Exceptional interpersonal, written, oral and organizational skills.
- Ability to maintain confidentiality.



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- Must be courteous, efficient, and professional.
- Strong ability to multitask.
- Credible activist, business acumen and strategic thinking ability

EEO Employer/M/F/Disabled/Protected Veteran

BlueScope is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status, as a protected veteran, among other things, or status as a qualified individual with disability.

To apply please e-mail your resume to Elizabeth Schmidt, Organizational Development Manager at elizabeth.schmidt@bluescope.us



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