



Human Resources Business Partner Jackson Plant

FLSA Status: Exempt

Reports To: Director of Human Resources

TRAVEL: <25%

Positions Supervised: None

POSITION SUMMARY

This position is responsible for partnering with Coaching Resources and team members to deliver exceptional Human Resources support that promotes engagement, compliance, operational excellence, and a positive team member experience. This position serves as the primary resource for payroll, benefits administration, HRIS administration, policy interpretation, employment compliance, audits, team member relations, and day-to-day Human Resources support while helping Coaching Resources make informed people decisions aligned with Nicolet Plastics' Mission, Values, and business objectives.

The HR Business Partner provides guidance and coaching to Coaching Resources and team members, ensures compliance with employment laws and company policies, maintains accurate HR records and systems, and continuously improves HR processes. While supporting recruiting and onboarding activities, this position focuses primarily on maintaining exceptional team member experiences throughout the employment lifecycle.

Flexibility to work additional hours beyond a standard 40-hour work week and/or adjust work schedules as necessary to support our 24/5 manufacturing operation.

ESSENTIAL DUTIES

Culture, Leadership & Team Member Support

- Model and promote the Mission and Values of Nicolet Plastics both internally and externally during company events, customer visits, recruiting events, and community activities.
- Promote a safe workplace by following all company safety policies and encouraging a safety-first culture.
- Build trusted relationships with team members and Coaching Resources by providing timely, professional, and confidential Human Resources guidance.
- Serve as the primary point of contact for team member questions regarding payroll, benefits, policies, leave administration, HR programs, and employment practices.
- Coach Coaching Resources on policy interpretation, team member relations, performance management, documentation, conflict resolution, and consistent application of company practices.
- Assist Coaching Resources in addressing team member concerns while promoting fairness, consistency, accountability, and compliance.
- Support team member engagement initiatives, recognition programs, communication efforts, and activities that strengthen Nicolet Plastics as an employer of choice.

Payroll, HRIS & Benefits Administration

- Process bi-weekly payroll accurately and on time while ensuring compliance with company procedures and all applicable federal, state, and local regulations.
- Maintain UKG HRIS, payroll, benefits, and timekeeping records with a high level of accuracy and confidentiality.
- Monitor timekeeping, PTO balances, attendance records, compensation changes, deductions, bonuses, commissions, and related payroll data.
- Administer benefit enrollments, qualifying life events, open enrollment activities, COBRA, and benefit changes while serving as the primary resource for employee benefit questions.
- Coordinate benefit administration with insurance carriers, brokers, payroll, and third-party administrators.
- Support administration of the company's retirement savings program and assist team members with enrollment, payroll deductions, and related questions.

Compliance, Policy & Audits

- Ensure compliance with federal, state, and local employment laws and company policies.
- Maintain confidential personnel, medical, I-9, and employment records in accordance with regulatory requirements.
- Coordinate and support internal and external HR audits, including payroll, benefits, workers' compensation, OSHA, I-9, ACA, EEO, and other compliance audits.
- Create and update job descriptions ensuring compliance and alignment with our Mission and Values.
- Monitor employment law changes and recommend updates to policies, practices, and procedures.
- Assist with unemployment claims, employment verifications, workers' compensation administration, and related documentation.
- Support HR reporting and maintain accurate records for required government reporting.

Recruitment & Talent Support

- Support recruiting activities by partnering with Coaching Resources to coordinate interviews, maintain candidate communications, and ensure a positive candidate experience.
- Utilize UKG Recruiting to manage candidate workflow, maintain applicant communication, and support timely hiring processes.
- Assist with background checks, pre-employment screening, electronic I-9 verification, Wisconsin New Hire Reporting, and onboarding administration.
- Coordinate onboarding activities to ensure new team members experience a welcoming and organized transition into the company.
- Support relationships with technical schools, colleges, workforce organizations, community partners, and recruiting events as assigned.
- Assist the Director of Human Resources with workforce planning initiatives and recruiting efforts as business needs require.

Human Resources Operations & Continuous Improvement

- Assist with performance management processes, Individual Development Plans (IDPs), career path initiatives, and organizational development activities.
- Independently evaluate and resolve complex Human Resources matters involving Team Member relations, policy interpretation, employment law, payroll, benefits, and organizational risk. Exercise discretion and independent judgment in advising Coaching Resources and making recommendations regarding hiring, Team Member discipline, promotions, transfers, leaves of absence, accommodations, and separation decisions that significantly impact business operations and team members.

- Interpret and apply company policies and employment laws, exercising independent judgment to resolve complex employee and management issues while balancing legal compliance, business objectives, and the consistent application of company values and practices.
- Coordinate offboarding activities, exit interviews, and related employment documentation.
- Analyze HR metrics and trends to identify opportunities for continuous improvement.
- Develop and maintain standard work instructions, process documentation, flowcharts, and HR procedures.
- Participate in HR projects that improve operational efficiency, compliance, employee experience, and organizational effectiveness.
- Support company communications, Team Member events, recognition programs, wellness initiatives, and community engagement activities.
- Travel between company locations, recruiting events, training programs, and other business activities as required.
- Perform other duties as assigned by the Director of Human Resources.

POSITION QUALIFICATIONS

Competency statement(s)

- Strong understanding of Human Resources principles, employment law, payroll, benefits, and employee relations.
- Ability to establish credibility and trusted partnerships with leaders and team members at all organizational levels.
- Excellent judgment when handling confidential and sensitive information.
- Strong problem-solving, organizational, and decision-making skills.
- Excellent verbal, written, and interpersonal communication skills.
- High attention to detail with exceptional accuracy.
- Ability to manage multiple priorities in a fast-paced manufacturing environment.
- Strong analytical skills with experience interpreting HR metrics and data.
- Proficient in Microsoft Office applications and HRIS systems.
- Continuous improvement mindset with experience documenting and improving business processes.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in Human Resources, Business Administration, Organizational Leadership, or related field preferred.
- 3+ years of progressively responsible Human Resources experience, preferably in manufacturing.
- Experience administering payroll, benefits, HRIS, and employment compliance.
- Working knowledge of federal and state employment laws including FLSA, FMLA, ADA, OSHA, EEO, COBRA, ACA, and related regulations.
- Experience with UKG or similar Human Resource Information Systems preferred.
- Professional HR certification (SHRM-CP, SHRM-SCP, PHR, or SPHR) preferred or willingness to obtain.

PHYSICAL DEMANDS

While performing the duties of this job, the team member is occasionally required to stand for long periods of time; walk, handle tools, or controls; communicate and listen (hear). The team member is occasionally required to climb or balance. The team member must occasionally lift and/or move parts, reports, files, office supplies, etc. weighing up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

PHYSICAL DEMANDS

Stand	O (Occasionally)	Lift/Carry 10 lbs or less	F (Frequently)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	C (Constantly)	21-40 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	41-100 lbs	N (Not Applicable)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	O (Occasionally)	12 lbs or less	O (Occasionally)
Crawl	O (Occasionally)	13-25 lbs	O (Occasionally)
Squat or kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	F (Frequently)	41-100 lbs	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Work is performed in a manufacturing environment; moderate to high levels of dirt, noise, vibrations, equipment movement hazards, fumes, chemicals/solvents, and electrical hazards. Constantly work in an office environment with use of computers and other standard office equipment. Personal Protective Equipment (PPE) such as safety glasses, safety shoes, hearing protection, etc. is to be worn as applicable.

By signing below, I acknowledge that I am generally competent to perform the above essential job functions as a Human Resources Business Partner.

Team Member Acknowledgement

Date

By signing below, I acknowledge the employee is generally competent to perform the above essential job functions as a Human Resources Business Partner.

Coaching Resource Acknowledgement

Date