



HR/TRAINING COORDINATOR

Montague, MI

Tower Laboratories is a leading effervescent product manufacturer in the U.S. We develop and manufacture over-the-counter medications, nutritional supplements, prescriptions, beverages and other consumer products on a contract basis. We are continually expanding our effervescent product base and currently have several new and interesting products in the research and development phase right now. Learn more about us at: www.towerlabs.com.

POSITION SUMMARY:

This is a professional position responsible for all human resource related functions, training and safety in our Montague facility of approximately 65 employees. Performs all duties in accordance with established Company wide policies and practices, under the direction of the Corporate HR Manager and Montague Site Manager. Human resource responsibilities may include, but are not limited to: recruitment, communication and interpretation of company policies and practices, mediating employee relations, issuing discipline and performance improvement plans, assisting in administration of employee benefits, weekly time & attendance/payroll & employment related paperwork.

Additionally responsible for identifying training needs and conducting required cGMP and Safety training; maintaining training records, plant safety and OSHA record keeping compliance under the direction of VP/Site Manager.

POSITION REQUIREMENTS:

- Minimum 3-5 years HR Generalist experience in manufacturing environment
- Knowledge of applicable federal and MI state labor laws
- Excellent interpersonal and mediation skills
- High level of integrity, ethics, honesty and fairness
- Strong written and oral communication skills
- Good organizational skills; ability to multi-task and prioritize
- Good problem solving and creative resolution ability
- Degree preferred; PHR certification a plus

This medium sized company is headquartered in Centerbrook, Conn., and offers a friendly, dynamic working environment with a competitive benefit package including 401(k) with generous company match. Come join our team! Tower Labs is a Socially Responsible Employer and a great place to work!

Qualified candidates may submit resume and cover letter via email to:
hr@towerlabs.com.