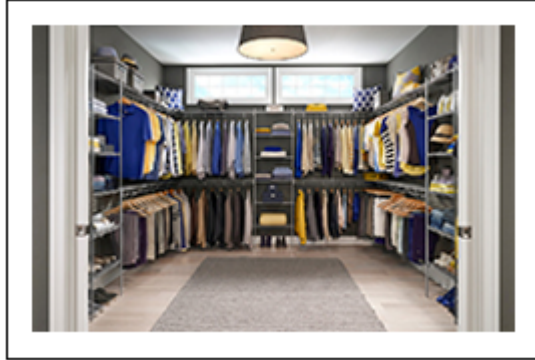


Human Resource Manager

Ocala, Florida



Job description

ClosetMaid is the worldwide leader in home storage and organization, offering innovative wire and laminate/wood storage systems for use in bedrooms, kitchens, family rooms, laundry rooms, home offices, garages, and more.

The Human Resource Manager will be responsible for carrying out policies relating to all phases of HR functions which support our manufacturing and distribution center employees and operations.

Major Responsibilities include but are not limited to the following. Other duties may be assigned as necessary.

- Oversee recruiting, training, safety and administration functions
- Keep record of personnel transactions such as hires, promotions, transfers, performance reviews, and terminations
- Act as advisor for Managers and Supervisors on company policy interpretation and employee relations guidance
- Prepare Human Resource business plan
- Prepare and implement communication plan
- Prepare budget of human resources operation
- Prepare wage proposal
- Prepare reports and recommend procedures to reduce absenteeism and turnover



CLOSETMAID®

JOB DESCRIPTION

- Prepare Affirmative Action Plan and other EEO reports
- Represent organization at personnel related hearings and investigations
- Contract with outside suppliers to provide employee services, such as, transportation or relocation service
- Conduct related human resource training to ensure proper education is achieved at all levels
- Maintain a log pertaining to each alleged or reported violation of the Business Ethics Policy. Submit a copy of this log annually to the Corporate Vice President Human Resources at the end of each fiscal year.
- Initiate the annual Ethics Compliance program including proper posting and documentation requirements for all divisions of ClosetMaid Corporation
- Maintain records of hired employee characteristics for governmental reporting purposes
- Oversee employee relations to ensure all policies and practices are consistently administered
- Ability to work in a team environment & maintain regular attendance

Requirements:

- Bachelor's degree or higher
- PHR certification preferred
- 4-6 years of HR Management experience
- Strong written and verbal communication skills
- Microsoft Office:
 - Excel-Intermediate
 - Word-Intermediate
 - Access-Intermediate
 - PowerPoint- Intermediate
 - Outlook- Entry



Work Authorization

No calls or agencies please. ClosetMaid will only employ those who are legally authorized to work in the United States. This is not a position for which sponsorship will be provided. Individuals with temporary visas such as E, F-1, H-1, H-2, L, B, J, or TN or who need sponsorship for work authorization now or in the future, are not eligible for hire.

Equal Opportunity Employer

ClosetMaid is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, race, color, religion, national origin, age, marital status, political affiliation, sexual orientation, gender identity, genetic information, disability or protected veteran status. We are committed to providing a workplace free of any discrimination or harassment.

If you have a disability and are having difficulty accessing or using this website to apply for a position, you can request help by contacting Human Resources at 1-352-401-6317 or by sending an email to Careers.Closetmaid@emerson.com to make appropriate arrangements.

About ClosetMaid

Actually, it's all about you. We began with a desire to help people improve the storage in their home. Founded in 1965 in Delray Beach, Florida, we were the first to manufacture ventilated wire shelving for closets in new home construction. We grew quickly, and in 1970 moved to our current headquarters in Ocala, Florida. Today we are the worldwide leader in home storage and organization, offering innovative wire and laminate/wood storage systems for use in bedrooms, kitchens, family rooms, laundry rooms, home offices and garages – wherever people need to store and organize their things.

ClosetMaid®, a business unit of Griffon Corporation (NYSE:GFF), is the worldwide leader in home storage and organization, offering innovative wire and laminate/wood storage systems for use in bedrooms, kitchens, family rooms, laundry rooms, home offices and garages – wherever people need to store and organize their things. Our products are available at home improvement stores, mass merchants, online, and from ClosetMaid Authorized Dealers.

ClosetMaid offers a competitive benefits package including medical, dental, vision, 401(k), & PTO