

Lighthouse Worldwide Solutions is the leading manufacturer of particle counting instruments and cleanroom monitoring systems, driven by the best software solutions in the industry. Customers come from high tech manufacturing environments, including semiconductor, pharmaceutical, aerospace, defense, and food manufacturing industries. Founded in 1982, Lighthouse is a growing dynamic company looking for self-motivated and skilled individuals to join our team in Medford, OR.

Human Resources Manager

Responsible for human resources management that supports the development of a positive work environment, enhances business goals and successfully reduces legal risk. This position will develop and maintain effective working relationships with all levels within the company and utilize a hands-on approach with tactical as well as strategic initiatives. Partnering with senior staff, the HR Manager will lead a proactive service-oriented human resources function.

Responsibilities:

- This position will manage all areas of Human Resources including; employee relations, compliance, staffing, policies and procedures, performance management, compensation, benefits, strategic planning and training, immigration, and worker's compensation.
- Actively engage with the employee population and provide on-going coaching and support to managers and employees on all employee relations issues.
- Develop & implement company policies and procedures.
- Identify, develop & implement training programs for managers and employees.
- Maintain, evaluate and establish competitive employee benefits programs, oversee annual benefit renewal process, and provide ongoing benefit and leave administration.
- Oversee the compensation program and proactively address any issues arising as a result of changes in the business, market conditions and other relevant factors.
- Manage employee onboarding and exit process.
- Assist managers with recruitment of candidates for selected open positions. Ensure job descriptions exist for all positions. Conduct background checks, prepare employment offer letters, and other correspondence relating to employment.

Qualifications:

Bachelor's Degree in Human Resources or equivalent experience. 5-7 years prior generalist experience in multiple areas of Human Resources. Two years prior experience in a management role preferred. Strong working knowledge of applicable Federal, State and local laws. Excellent written/verbal communication and interpersonal skills. Computer literacy. Proven ability to handle sensitive/confidential information and situations with diplomacy, confidence and tact. Ability to manage multiple projects and priorities in a dynamic environment.