



HR and EHS Manager

A.M. Logging, LLC a growing forest products company is searching for a human resource/ employee health and safety manager. To learn more about A.M. Logging, LLC, visit our website at amlogging.com.

This position reports directly to our managing partner(s) while working closely with our office manager and has the following responsibilities:

- Hire employees and then plan and conduct orientation. Introduce new employees to company objectives.
- Administer compensation, benefits and performance management systems.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, and employee benefits.
- Perform difficult staffing duties, managing disputes, terminations, and administering disciplinary procedures.
- Advise management on organizational policy matters such as equal employment opportunity, sexual harassment, and employee health and safety.
- Lead the company wide safety program.
- Analyze and implement company wide training needs. Design employee development and health and safety programs in conjunction with labor laws, OSHA, and insurance requirements.
- Maintain records and reports concerning personnel-related data such as hires, performance appraisals, and absenteeism rates.
- Investigate and report industrial accidents to our insurance carriers.
- Conduct exit interviews at employee termination or resignation.
- Serve as support for payroll preparation.

The candidate will need these qualifications:

- BS in Human Resources or other related educational field.
- Five years of HR related experience with preference to management in the forest or construction field.
- A valid drivers license with a record that allows addition to company auto insurance coverage.

The salary for this full-time position will be based on experience and educational background. Benefits include:

- Health, dental, and vision insurance
- PTO and vacation
- 401K

Further detail is available upon submission of a resume and then by request.