



Experienced HR Manager

Do you thrive in the dynamic environment of an international setting, collaborating with various disciplines, including international contacts with Italy and The Netherlands? Are you seeking a new challenge in a company where you won't get bored? We are looking for someone to enhance our team with their knowledge and expertise, bringing extensive experience as an HR manager.



Who we are:

Welcome to Eska USA, where creativity and craftsmanship go hand in hand into the future! At Eska, we are innovative while maintaining the craft of papermaking. ESKA USA is a leading producer and distributor of high quality, 100% recycled Fiberboard for use in various products such as books, puzzles, gameboards, and luxury goods packaging. We are dedicated to delivering high-quality products while maintaining a strong commitment to safety, innovation, and customer satisfaction. Our company culture values excellence, collaboration, and continuous improvement.

Position overview:

We are seeking a dynamic and experienced Human Resources Manager to oversee our Eska Service Center located in Suffolk, Virginia. Reporting to the General Manager, who oversees all aspects of the facility and operations, this role is pivotal in ensuring the smooth operation of our facility by ensuring the needs of our employees are met. We believe that our success lies in us being a people centric employee and fostering a culture of safety, quality, and efficiency, and driving continuous improvement initiatives. The individual who fills this position will receive training and mentorship from our corporate HR professionals. We are seeking someone with facility/business level HR experience and who will be a good cultural fit for our facility and business.

The key responsibilities of the position are as follows:

Develop and implement effective recruitment strategies to attract top talent, managing the entire hiring process from job posting to candidate onboarding. Ensure a smooth and positive onboarding experience for new hires.

Serve as a key point of contact for employee concerns, fostering a positive and productive work culture that reinforces Eska USA's reputation as a people-centric employer. Provide guidance and support to managers on employee performance, discipline, and conflict resolution, while promoting employee engagement initiatives and ensuring a positive workplace environment. Plan and execute welfare and engagement events, including meals, vendor-specific activities, and gatherings.



Lead and facilitate the performance review process, encompassing goal setting, feedback, and evaluations. Collaborate with managers to identify and implement development plans for employees, coordinating training initiatives to support their growth and skill advancement. Additionally, work with department leaders to establish and communicate potential career paths for employees.

Ensure compliance with federal, state, and local employment laws and regulations by developing, implementing, and updating company policies and procedures to uphold the best HR practices. Manage employee records with a focus on confidentiality and adherence to HR data management standards, while also maintaining and updating essential documents, including the employee handbook.

Oversee the administration of compensation, benefits, and payroll tracking, while researching and recommending competitive benefits packages to attract and retain top talent. Manage leave policies, including paid time off and federally or state-mandated leave programs, and source, evaluate, and make decisions regarding external benefits providers, such as health insurance companies and other service providers.

Collaborate with the General Manager to align HR strategies with business objectives, analyzing HR metrics to provide insights that support decision-making. Define and communicate professional development pathways and resources for employees, fostering a meritocratic environment where metrics, requirements, and achievements are transparent and celebrated.

Conduct administrative reporting on HR, sustainability, and other metrics as required by the corporate offices in Europe. Serve as the primary contact for employee communications from these offices and provide localization of written materials translated from Dutch and Italian. Additionally, manage the purchasing of non-production supplies for the administrative team.

Job-Qualifications:

- Bachelor's degree in human resources, Business Administration, or a related field.
- 5+ years of HR experience, with at least 2 years in a managerial role.
- Strong knowledge of U.S. employment laws and regulations, including multi-state employment law.
- Proven experience with recruitment, employee relations, pay roll tracking and administration and performance management.
- PHR or SHRM certification is a plus.

Other Qualifications:

- Excellent interpersonal, communication, and problem-solving skills.
- Ability to build trust and work effectively with employees at all levels.
- Strong organizational skills with attention to detail and ability to manage multiple priorities.



- Demonstrated experience with HR metrics, including metrics reporting and improvement.
- Knowledge of SAP SuccessFactors.
- Proficient in Excel.
- Proficiency in English and Spanish is a plus.

What do we offer?

We offer a competitive salary and benefits package that recognizes your skills and experience. We provide the opportunity to shape the HR function of a dynamic and growing company. You'll be part of a collaborative and innovative work environment, with plenty of opportunities for professional development and career growth.

Questions or Interest?

If you have any questions, please feel free to contact us: <https://bit.ly/EskaUSACareers>

Are you interested in joining our team here at Eska and play a key role in driving our company's success while advancing your career in a dynamic and growth-oriented environment? Then we look forward to hearing from you! Please send your CV and cover letter by the specified deadline.

"Acquisitions in response to this vacancy are not appreciated."