



Job Description – HR Manager

Job Overview

Nu-Tek BioSciences is looking for a dynamic and experienced Human Resources Manager to lead and execute the Company's HR responsibilities and assist with other adjacent duties. This role will promote company culture, enhance employee engagement, and ensure compliance with employment laws. The ideal candidate will be a strategic thinker who can effectively manage employee relations, talent acquisition & retention, policy implementation, performance management, and payroll & benefits administration.

This full-time, salaried, on-site position will report to the CFO and work from our corporate office in Minnetonka, MN. Due to the size of the company and entrepreneurial environment, this role will also assist other responsibilities.

Responsibilities

HR Responsibilities (75%)

- Administer company-wide HR policies, procedures, and practices in accordance with stated corporate objectives and federal and state legal requirements, including ADA, OSHA, workers compensation, EEO regulations
- Stay current on changes in federal and state employment legislation and best practices
- Further refine and monitor overall HR strategies, systems, and procedures across the organization
- Serve as the primary point of contact for benefits enrollment, changes, and claims resolution, partnering with third-party benefits brokers/administrators to manage plan renewals, open enrollment, and day-to-day employee benefits questions.
- Manage personnel files and take necessary actions in HR systems as the HR practitioner to ensure employee files and information are accurate, complete, and up to date
- Proficiency with a 3rd party payroll processor such as ADP.
- Handle all aspects of payroll processing
- Administer all employee leave programs in coordination with third-party administrators, ensuring accurate tracking, timely notices, and compliance with federal and state requirements
- Oversee full-cycle recruiting, onboarding, and offboarding
- Partner with plant leadership to develop and execute workforce strategies that support safety, quality, productivity, and retention goals
- Provide guidance and resolution on employee relation issues, investigations, corrective action, and performance management
- Support hourly and salaried annual performance review process
- Participate in engagement efforts including employee recognition, communication, and internal events
- Lead or support special projects, audits, or process improvement initiatives as needed
- Perform other duties as assigned

Non-HR Responsibilities (25%)

- Work with the CFO and Accounting Manager to oversee the Company's various administrative infrastructures and special projects as needed.

Qualifications

- 3+ years of comprehensive, hands-on HR experience with a Minnesota employer is required. HR experience with a manufacturing environment is strongly preferred
- Bachelor's degree and HR certification preferred
- Strong knowledge of labor laws and HR compliance in the state of Minnesota
- Experience working with a Human Capital Management (HCM) system required. Experience with ADP Workforce Now preferred
- Working knowledge of payroll systems, wage/hour compliance, and payroll-related questions
- Proficient with Microsoft Office applications (Word, Excel, and PowerPoint)
- Excellent written and verbal communication skills
- Self-starter with ability to successfully work in an entrepreneurial environment
- Comfortable being in a manufacturing facility and with occasional day travel to the plant in Austin, Minnesota (~100 miles south of corporate office/Twin Cities)
- Interest in and willingness to be cross-trained and then take ownership for other responsibilities. (~25% of the role will be non-HR responsibilities)

Compensation

- Competitive salary, bonus potential, and equity
- 100% paid health and dental insurance for employee. Competitive rates for family plans.
- 100% paid short-term, long-term, and life insurance for employees
- Annual contribution to an HSA account based on years of service up to the individual max
- 401k match
- Paid holidays and PTO

Company Overview

Nu-Tek BioSciences is the market leader in animal-free peptones and hydrolysates. The Company's peptones are used by the largest Pharma manufacturers in the world. Nu-Tek owes much of its success to transparency and collaboration with customers. It also views open innovation as key to the success of the company and moving the industry forward. Our entrepreneurial team is growing as we continue to execute our vision. As part of that vision, Nu-Tek opened the first dedicated animal-free peptone plant in the US in 2022.

Nu-Tek BioSciences is proud to be an equal opportunity employer.



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