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# ***PENN EXECUTIVE SKETCH***

## ***HR Recruitment and Search***

### **COMPANY**

Our client corporation trades on the NYSE and is a global leader in the development, manufacture, sales, and distribution of innovative, high performance materials for a wide range of growth industries such as automotive electronics, high-tech consumer electronics, commercial aerospace, computers, medical equipment and telecommunications. Approximately 2,800 employees generate around \$1.1 billion in revenue and service customers in more than 40 countries around the world. The company is expanding through new products launches, expanded markets, and M&A activities.

### **LOCATION**

Westford, MA or Lincoln, RI

### **POSITION**

Human Resource Business Partner (HR Generalist), responsible for recommending and implementing people and organizational initiatives in support of 50 nonunion employees at an advanced materials facility in Brewster, NY. Will assist in handling HR at other sites such as Westford, MA or Lincoln, RI. As a business partner, they will serve as a consultant to leaders and deliver value-added service to management and employees that reflects the business objectives.

Oversees key HR processes which include employee relations, hourly staffing, new hire onboarding, employee performance management and regulatory compliance. Supports HR programs and services that enable the business to achieve growth and performance goals. Works with supervisors and managers for day-to-day HR related matters. Provides support and advice on progressive discipline to ensure adherence to company policies and regulations. Builds positive relationships across all levels. Assists in maintaining HR records and reports, as needed. Keeps abreast of employment law changes and trends that impact the business. The high-potential HRBP will be available for special projects. For example, they could play a key role in building out an emerging business, assist with post-merger integration, develop strategies for recruiting in-demand employees with precision skills or take the initiative to improve organization effectiveness in the region.

Reports to the Human Resources Manager and works directly with the Plant Manager - Brewster, NY. Interfaces regularly with the region's HR leadership team.

### **COMPENSATION**

Commensurate with experience. The position offers a competitive base salary + employee benefits, and relocation, if required.

### **GROWTH OPPORTUNITIES**

Outstanding! There are clear promotional opportunities throughout the corporation or within the region. For example, the previous HR Generalist was promoted to HRM. This is a developmental role designated by the CHRO. In the near term, if the scope of the region is increased, (e.g. the organization expands through an acquisition or merger) he/she could take on special projects or assume direct responsibility for an emerging organization.

### **QUALIFICATIONS**

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Candidates should have the minimum of a bachelor's degree in human resources, business, or related discipline; advanced degree preferred, such as a Master's of Business Administration, Master's of Organizational Behavior/Industrial Psychology, or Master's of Industrial and Labor Relations. Ideally 1 or more years of HR experience in manufacturing-based companies supporting line or field organizations including HR generalist experience along with direct experience in recruitment of employees in a manufacturing environment. In addition, candidates must have potential to develop and take on added responsibility.

Good business computer skills such as proficiency with productivity software is required. Knowledge of Workday is a plus but is not required.

### **CONTACT**

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