



Buyers of Standing Timber and Timberlands, Timber Harvesting and Land Clearing Services

CREATING HEALTHIER FORESTS FOR THE FUTURE GENERATION TO ENJOY

116 Thompson Lane, P.O. Box 436
Millheim, PA 16854

Office: 814-349-8089
www.amlogging.com

Job Description

HR and EHS Manager

Looking for a non-traditional HR position that offers opportunities to escape the office?

A.M. Logging, LLC, a growing forest-products company, is searching for a Human Resource and Employee Health & Safety Manager. This position reports directly to our managing partner(s), works closely with our office manager, and has the following responsibilities:

- Manage employee hiring process including posting, interviewing, scheduling, documentation, and onboarding/orientation.
- 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.
- Manage & design employee training/development needs to meet OSHA regulations, company objectives, SFI credentialing, and insurance requirements.
- Maintain records and reports concerning personnel-related data such as hires, performance appraisals, health care, and absenteeism rates.
- Create and update company process and policy forms.
- Lead the company-wide safety program to meet goals and objectives.
- Perform safety inspections, meetings, and recognition events at jobsites.
- Investigate and report industrial accidents to our insurance carriers.
- Manage hazardous communications program and SDS compliance.
- Advise management on organizational policy matters such as equal employment opportunity, sexual harassment, and employee health and safety.
- Build honest and integral relationships with employees, supervisors, & managing partners.
- Serve as support for payroll preparation.

Preferred Candidate 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.

Required Candidate Qualifications:

- A Valid driver's 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.

To learn more about A.M. Logging, LLC, visit our website at amlogging.com.

Benefits includes:

- Health, dental, and vision Insurance
- PTO and vacation
- 401K
- Further detail is available upon submission of a resume and then by request.
- Job Type: Full-time

Pay: From \$60,000 per year

Benefits:

- 401(k) matching
- Dental insurance
- Health insurance
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Ability to Commute:

- Millheim, PA 16854 (Preferred)

Ability to Relocate:

- Millheim, PA 16854: Relocate before starting work (Required)

Work Location: In person