

Human Resource and Customer Service Manager



PREMIER SOURCE

Premier Source, a division of Falcon Plastics, is adding a Human Resource and Customer Service Manager to their team of professionals. This growing engineering division of Falcon Plastics specializes in assisting customers and entrepreneurs with product design, machining and prototyping. We also provide manufacturing services in the customer injection molding and assembly processes.

Job Summary:

This is a key management position that coordinates and administers the Human Resource and Customer Service functions of this team. The Premier Source team consists of 20 full-time and part-time employee's. As an HR Generalist, responsibilities include recruitment, compensation and benefit management, workforce development, payroll, employee relations, safety and recordkeeping. As the Customer Service manager this position serves as the primary contact for all customers and is responsible for the management of job orders, invoicing and recordkeeping.

Key Job Functions:

- Recruitment
- Payroll
- Compensation and Benefits
- Workforce Development
- Employee Relations
- Safety & health program management
- Primary contact for all customer orders and delivery schedules
- Customer recordkeeping and invoicing
- Develop daily production schedule

Qualifications:

Bachelor's degree from post secondary institute and 2+ years of related experience or equivalent combination of education and experience.

Salary and Benefits:

We offer a competitive salary in addition to our attractive benefit package that will be dependent on education and experience. We offer one of the most affordable group health plans in the area which includes vision and dental coverage. Additional benefits include: 401(k) match, tuition reimbursement, paid time off, holiday pay, profit sharing bonus, disability and life insurance, health and wellness membership and much more.

To Apply:

Please submit cover letter and resume to jobsps@falconplastics.com or mail to PO Box 788, Brookings, SD 57006 no later than 2/17/2012.