



JOB OPENING: Human Resources Manager

Position Summary

US Vanadium is in immediate need of a Human Resources Manager. This position is responsible for building a competent and committed employee workforce. Responsibilities include assuring compliance with all federal and state employment requirements, overseeing compensation and benefit plans, managing labor and employee relations, recruiting, training, encouraging employee communication programs, and ensuring that personnel management practices align with U.S. Vanadium's leadership philosophy and values.

Responsibilities

- **Recruitment and Selection** – Manage the employee recruitment and selection processes. Keep abreast of changes in legislation related to recruitment. Manage probation and termination policies.
- **Employee Relations** – Develop effective working relationships with all employees and managers and ensure that organizational/personnel management practices align with U.S. Vanadium's leadership philosophy and values. These practices include the employee handbook, performance review systems, employee surveys and other communications processes, and retention programs.
- **Compensation and Benefits** – Coordinate the selection and assistance from external resources on compensation and benefit programs, for active employees and retirees. Oversee support and coordination of plans and policies, including annual enrollment and resolution of employee questions. Ensure that job descriptions are up-to-date and that incentive programs encourage excellent performance and retention. Review benefits programs to maximize job satisfaction while keeping total benefits costs under control.
- **Union Relations** – Participate in all labor negotiations and ensure that the labor contract is administered accordingly. Advise managers on effective means for handling employee personnel matters. Participate in grievance administration.
- **Oversee Compliance** – Ensure that U.S. Vanadium complies with all applicable federal and state employment requirements, including the maintenance of accurate employee records and the filing of mandated reports.
- **Training and Development** – Determine training needs among employees and managers for technical or functional and supervisory skills. Provide cost effective training and development solutions in support of business objectives.
- **Inclusion and Diversity** – Champion inclusion and diversity efforts across the organization, particularly related to recruiting and development and support related ESG initiatives as applicable.

Additional Responsibilities

- Responsible for the creation and publication of Hot Springs employee newsletter
- Team member responsible for creation and publication of company-wide employee newsletter.
- Partner with leadership teams to implement company initiatives such as the internship program, inclusion and diversity programs, and ESG and social responsibility initiatives.

Qualifications

- A bachelor's degree (preferably a master's degree) in business, human resource management or organizational management.
- 3+ years experience in human resource management
- Thorough knowledge of laws affecting human resource administration.
- Excellent interpersonal and communication skills.
- Must be computer proficient with a strong background in Microsoft Office Products including Word and Excel.
- Must be able to multi-task and work well in a team environment.
- Experience working in a union environment preferred.

Environmental, Health, and Safety Core Values

U.S. Vanadium, LLC considers no phase of its operation or administration more important than EH&S. Our philosophy on EH&S is that our people are our greatest asset. Their health and safety combined with a strong commitment to our community and the environment is our greatest responsibility.

Health/welfare Benefits

USV offers a generous benefits package that includes Medical, Dental, Vision, Life Insurance, Short and Long-Term Disability, 401K Savings and Investment, and Profit-Sharing Plans.

Work/life balance and employee wellness

Paid time off (PTO) and paid holidays.

About U.S. Vanadium

U.S. Vanadium is an equal opportunity employer. We operate a high-purity vanadium processing facility, is comprised of global leaders and investors in the specialty chemicals and strategic materials sectors. This includes mining, processing, purification, and sales and distribution of vanadium specialty chemicals. Vanadium is a powerful and highly versatile strategic metal and specialty chemical used in a variety of innovation-driven industries.

HOW TO APPLY

If you are interested and qualified, send your resume/CV to: HR@usvanadium.com and Christian.James@usvanadium.com