

# Human Resources Manager

- *Posted 02-Mar-2026 (EST)*
  - *802 East Corey Street, Moosic, PA, USA*
  - *Full Time - 1st Shift*
  - *Medical, Dental , Vision*
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## **Position Summary**

We are seeking a strategic and hands-on Human Resources Manager to lead HR initiatives within a fast-paced manufacturing environment. This role is responsible for identifying organizational HR needs and developing, implementing, and sustaining programs that support employee engagement, development, and performance. The HR Manager will provide leadership across day-to-day HR operations, drive change management efforts, and lead training and development initiatives that foster a strong, employee-oriented culture. The ideal candidate will bring deep expertise in employment law, employee relations, talent acquisition, and compensation planning. Strong project management, analytical thinking, and time management skills are essential, along with excellent interpersonal and communication abilities. Success in this role requires emotional intelligence, intellectual courage, and the ability to make sound decisions quickly while remaining consultative and solution-focused. This position is a key member of the broader HR team, collaborating with colleagues across corporate and plant locations.

## **Experience**

- **Education:**
  - Bachelor's degree in Human Resources Management, Business, Communications, or other related field required
  - MBA Degree preferred
  - Professional Human Resources (PHR), or Senior Professional Human Resources (SPHR) certification OR SHRM-CP or SHRM-SCP certification preferred
  - Lean Manufacturing experience preferred
- **Required Experience:**
  - 7+ years of HR Management Experience in a Manufacturing environment
  - Prior HR experience in a manufacturing setting is required.
  - Proficiency in Microsoft Office applications
  - Knowledge and experience working with HRIS systems
  - Broad knowledge and experience of multiple human resource disciplines including compensation practices, federal and state employment law, performance management, organizational planning, diversity, organizational development, employee relations, safety, and training development.
  - Ability to effectively communicate, both in writing and verbally, with people of various educational and technical backgrounds, both inside and outside the company.
  - Ability to use computers to do word processing and spreadsheets is required.

## **Duties & Responsibilities**

- Identify and proactively defuse risk and potential liability with respect to people management issues (which includes conducting fair and accurate investigations);
- Comply, advocate and lead Health, Safety & Environmental programs.
- Promotes and supports Company health and wellness initiatives.

- Forging liaison with central HR teams (HRIS, Benefits, Compensation) to create innovative HR programs.
- Accountable for accurate data entry, understanding current ADP/HRIS processes, and partnering with business leaders to ensure data integrity.
- Work with managers to create a learning environment at all levels in the organization; skill training, professional development and continuous improvement should be central to the company's value proposition for all employees.
- Provides guidance to leaders regarding employee matters to include performance coaching, Performance Improvement Plans, Individual Development Plans, Human Capital Plans, succession planning, salary planning, etc.
- Provides guidance on workforce planning which may include organizational re-design work, facilitation of a Talent Review/Selection process, job description creation and analysis, promotions, etc.
- Partners and collaborates with business leaders and serves as a member of the leadership team.
- Responsible for project management of various initiatives and may serve as a team/project leader on company-wide projects generated from Business Partners and the Corporate HR function.
- Partners with the HR and Shared Services to ensure alignment with the needs of the business in the creation and delivery of HR programs.
- Acts as the primary liaison between employees, management and Company headquarters.
- Interprets and communicates Company policies and procedures, ensuring compliance with federal and state laws, such as ADA, FLSA, FMLA and EEO/AAP.
- Coaches and advises managers regarding policies, procedures, work-related conflicts, disciplinary actions, performance improvement plans, terminations, and legal guidelines.
- Responsible for employee relations along with understanding the responsibility to promote a strong employer-employee relationship.
- Oversees personnel records management.
- Acts as Change Agent within area of responsibility based on ability to flex communication style, will promote and facilitate communication to all levels of the organization in order to promote a high performing and engaged workforce.
- Coordinates employee events.
- Manages Human Resources Department Plant Budget.
- Other duties as assigned or identified.

### Scope:

- **Management Responsibilities Level:** Mentor/Coach/Leader
  - **Supervisors:** 1 Direct report
- **Physical Requirements:** A large percentage of working hours are spent in an office environment with occasional visits to Corporate Office or warehouses.
- **Work Authorization:** Legal authorization to work in the US is required.
- **Relocation Eligibility:** Ineligible for Relocation
- **Location:** Scranton, PA
- **Travel:** 5-10%

### Company Overview:

- For over 60 years, Mactac has been a leader in the pressure-sensitive adhesive (PSA) industry, offering a full range of adhesive solutions, including acrylic, rubber, hot melt, solvent, emulsion, and UV technologies. As a vertically integrated company with six specialized divisions, we serve diverse markets such as label printing, packaging, retail display, automotive, medical devices, and more. Built on a foundation of innovation, integrity, and reliability, Mactac delivers world-class technology and customer service to provide the best solutions for your adhesive needs.

### Disclaimers:

- The above information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.
- It is the policy of Mactac that all employees are employed at the will of Mactac for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, employees may terminate their employment at any time and for any reason.
- Equal Opportunity Employer. All qualified candidates will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, age, pregnancy, genetic information, creed, citizenship status, marital status or any other consideration prohibited by law or contract.

We will not accept unsolicited resumes from agencies. Please do not send agency resumes to our website or Mactac and affiliated employees.

Apply at [Human Resources Manager - Moosic, PA - Mactac North America Jobs](#) or email your resume to [rgclegg@mactac.com](mailto:rgclegg@mactac.com)