



WE LOVE GLASS



Stoelzle Glass Group is one of the leading international producers of high-end packaging glass for the Spirits, Pharma, Perfumery & Cosmetics and Consumer markets. With seven glass production sites worldwide, three decoration sites and 3,100 employees, we are a family-owned company with more than 200 years of successful glass making history.

PAYROLL AND BENEFITS COORDINATOR

Location: Monaca, USA

DESCRIPTION:

This is an exciting time to join Stoelzle Glass USA. We are part of a successful 200 year old family owned Austrian company. The family recently purchased a glass manufacturing facility in Monaca, PA and we are establishing our presence in the US. We are significantly investing in this operation with big plans for growth. We offer a competitive compensation and benefits package including medical, dental, vision coverage, and a 401(k) with Company match.

PURPOSE:

As part of the HR team, the incumbent will lead and own the payroll and benefits functions. This person is responsible for running bi-weekly payroll through ADP for both union and nonunion employees. They also administer benefits, and own the administration of workforcenow. In addition, the incumbent runs reports, assists with on-boarding, coaches and assists employees with systems use and supports the HR function as needed in various other duties.

KEY ACCOUNTABILITIES:

- Run bi-weekly payroll for all employees accurately and on time
- Make pay/position changes in ADP and Workforcenow as needed, ensuring the system accurately reflects employee profiles and information at all times
- Act as liaison between employees, our broker and benefits vendors to insure enrollments are accurate, and employees enjoy a smooth and worry free benefits experience
- Coach, mentor and assist employees with the proper use of Workforcenow
- Generate various reports as needed
- Be a key partner during the open enrollment process
- Assist with on-boarding new hires
- Work as part of a team and assist as needed with other HR related activities

KEY JOB COMPETENCIES:

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- 3-5 Years' experience running payroll for an employee population of over 100 required
- 3-5 Years' experience administering company benefits required
- 1-2 Years' experience generating reports from a payroll and/or HRIS system required
- Experience running payroll for union employees preferred
- Experience with ADP preferred
- Experience with Workforcenow preferred
- Experience working within an HR department preferred

Do you share our passion for glass?

Please apply at our Online-Portal: www.stoelzle.com/sto/karriere
Contact: D. Ross Wachowski, Director of Human Resources, Stoelzle Glass USA



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RECRUITING/ON-BOARDING COORDINATOR

Location: Monaca, USA

DESCRIPTION:

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PURPOSE:

As part of the HR team, the incumbent will lead and own the recruiting and on-boarding functions. This person is responsible for staffing the union hourly, nonexempt and exempt staff, as well as assist the HR Director in hiring executives. On-board all employees. Manage recruiters and agencies. Participate as needed with additional HR related projects.

KEY ACCOUNTABILITIES:

- Recruit, hire and onboard all union represented, nonexempt and salaried employees
- Ensure the proper on-boarding paperwork is expeditiously and accurately completed for all new hires
- Ensure all new hires have a proper and thorough orientation
- Assist the Director of HR in recruiting Company executives
- Manage the activities of all recruiters and temporary agencies
- Establish recruiting relationships with local high schools, vocational technical schools and other institutions
- Participate in other HR activities as needed

KEY JOB COMPETENCIES:

- 3-5 Years' experience recruiting hourly and salaried employees in a manufacturing environment required
- 3-5 Years' experience on-boarding and training employees in a manufacturing environment required
- 3-5 Years' experience managing recruiters and temporary agencies required
- 1-3 Years' experience working in an HR Department Preferred
- Experience working with union represented employees preferred
- Experience recruiting executives preferred

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