

**KONDEX CORPORATION
POSITION DESCRIPTION**

POSITION TITLE: Human Resources Director
DATE: 6-9-2010
REPORTS TO: President

POSITION PURPOSE/MISSION:

The position is responsible for the development, implementation and administration of all phases of Human Resources including employment, safety, employee relations, compensation, benefits, payroll, training, and recruitment at Kondex. Involved with organizational development at Kondex.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

- Manage programs and policies designed to protect company and associate interests in accordance with company HR policies and governmental laws and regulations. Identify and comply with legal requirements and government reporting regulations.
- Manage an effective department, develop and implement annual H/R budget and reporting variances of actual against budget.
- Develop and monitor metrics to evaluate effectiveness of all H/R programs.
- Coordinate staffing activities including effective recruitment, interviewing, selection and hiring.
- Establish compensation policies and structures.
- Coordinate with Managers the performance appraisal process, personal development plans and training of all associates.
- Assist with input and ideas regarding succession planning for key positions.
- Develop, execute and monitor company training plan.
- Act as a counselor representing the associates to management and representing management to the associates.
- Participate in annual benefit renewals.
- Select and coordinate the use of consultants, training specialists and other outside resources.
- Maintain and safeguard the confidentiality of all personnel transactions, information, and records.
- Take the necessary actions to create an atmosphere conducive to making Kondex Corporation an employer of choice.
- Participate in the Strategic Planning process.
- Participate in various community related activities to promote company image.

POSITION CHALLENGES:

- Maintaining an atmosphere conducive to making Kondex Corporation an employer of choice
- Meeting H/R objectives while managing costs to budget.
- Protecting company and associate interests with governmental law and regulations changes.

SUPERVISION EXERCISED:

- Human Resource Manager, Human Resource Assistant

ORGANIZATIONAL RELATIONSHIPS:

- Primary internal customers: Management team, Human Resources team

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Minimum Qualifications:

- Bachelor's degree in business, or relevant discipline.
- Seven to ten years of H/R experience in a high performance environment.
- Excellent interpersonal skills and strong team skills.
- Demonstrated organization skills and detail oriented.
- Strong interviewing skills.
- Good communicator.
- Projects as very positive, trustworthy and ethical.

Preferred Qualifications:

- Strategic planning experience in growth environment.
- Demonstrated ability to have implemented training within an organization.
- Relevant Advanced Degree.
- Experience in another functional area of the business.

Culture: Follows Kondex Values & Beliefs

Travel: Required Auto & Air Travel and a Valid Driver's License.

Communication: Ability to communicate effectively with suppliers, customers and associates. Excellent listening skills.

Computer Skills: Working knowledge of Microsoft Office required. Ability to work with and comprehend Human Resources applications

Safety and Housekeeping: Adhere to Kondex safety and housekeeping standards and procedures.

OVERVIEW OF COMPANY

Kondex's mission is "Helping to Feed and Fuel the World." We are a leading manufacturer of engineered components for the agricultural, biofuel, construction, forestry and turf markets. We are ISO 9001 and ISO 14001 certified. Our main focus is to exceed the needs of our customers. Kondex was started in 1974 and is privately owned. Annual sales have grown substantially. Our excellent growth has been the result of producing quality products and providing a high level of customer service. Kondex recently moved into a state-of-the-art 155,000 square foot facility that is climate controlled and utilizes enhanced process flows. We have a non-union workforce of approximately 200 associates. Kondex is a smoke-free environment. Dress is business casual. Kondex is recognized for its team environment and utilization of individual talents to create a high performance workplace.

Email your cover letter and resume to HR@kondex.com or fax to 920-269-7974.