

### Position Title

Human Resources Director/VP, Human Resources

### Position Location

Corporate Offices, Wilsonville, Oregon

Visit: [www.collinsco.com](http://www.collinsco.com)

### Position Description

The Human Resources Director/VP, Human Resources is an integral member of the Executive Team at Collins, providing guidance and management of the overall Human Resources services, policies and programs for the entire company. HR VP reports directly to the CEO with the goal to maximize the potential of every employee, every team, and the Collins culture.

### Position Responsibilities

- **Promote a culture of continuous improvement**, quality, high performance and sustainability. Create the highest possible return on our people asset.
  - Policy development and documentation
  - Organization development
  - Performance management and improvement
  - Employee orientation, development and training
- **Employee, welfare, wellness and health**
  - **Coordinate Safety culture**; Everyone Home Safe Every Day
  - Policy development and documentation
  - Workers Compensation claims management
  - Monitor OSHA required data/reporting
  - Regulatory and Compliance
- Union and Labor negotiations
- Compensation and Benefits administration
- Employee relations; conduct investigations of complaints/concerns
- Recruiting and Staffing, establish and maintain standard recruiting and hiring practices
- Interviews management and executive-level candidates;

### Position Requirements

- This is a hands on position. Leadership and doing what it takes!
  - Able to work extended hours with routine travel (1-2x per month)
  - Proven interpersonal and coaching skills
  - Excellent organizational skills
- Broad knowledge and experience in employment law, compensation, organizational planning, organization development, employee relations, safety, and training and development; including familiarity with Federal and Multi-State regulations
- Above average oral and written communication skills
- Experience with HRIS and timekeeping systems (Collins uses UltiPro and Kronos)
- Minimum of a Bachelor's degree or equivalent in Human Resources, Business, Organization Development. Continuous progressive leadership experience in Human Resources positions; in manufacturing operations a definite plus.
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and labor relations preferred

**Salary**

**Resume Closing Date**

Open Until Filled

Collins is a 160 year old family owned/privately held company with 600 employees located around the country in Oregon, Idaho, California, Colorado, Pennsylvania, West Virginia and Virginia. Site specific Human Resources managers report directly or have dual reporting to the HR Director/VP.

**Send Resume To**

Collins  
Human Resources  
29100 SW Town Center Loop W, Suite 300  
Wilsonville, OR 97070  
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This bulletin is intended as a communication device.

This bulletin reflects a generalization of information and may not reflect all aspects of this position.

Collins is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race/ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other status protected by law.

Individuals with a disability, who need a reasonable accommodation in the application or hiring process, please contact Human Resources at 503.826.5230 or [CollinsHR@collinsco.com](mailto:CollinsHR@collinsco.com).