



Job Title: Human Resources Manager
Department: Human Resources
Reports To: HR Director
Supervises: HR Generalist, Recruiting Program Manager, HR Coordinator
Job Group: First/Mid-Level Manager
Exempt or Non-Exempt: Exempt

Job Description:

The Human Resources Manager serves as a strategic business partner to leaders across the organization, providing guidance on talent acquisition, employee relations, leadership development, organizational effectiveness, compliance, and workforce planning. This role partners closely with regional leadership to build high-performing teams, develop leaders, and support business objectives through effective people strategies.

At RDO Equipment Co., we make decisions thoughtfully, balancing the impact on each of our stakeholders, and enact those decisions according to each of our core values. In this way, we find purpose in our work and pride in our purpose.

Specific Duties Include:

- Serve as a strategic HR business partner and trusted advisor to leaders by providing guidance on recruiting, performance management, employee relations, workplace investigations, policy interpretation, corrective action, compliance, and employment separations.
- Manage and provide direction, coaching, and support to the assigned HR Generalist and Recruiting Program Manager to ensure alignment with HR priorities, recruiting strategies, and business objectives.
- Partner with HR team members and field leadership on initiatives related to talent acquisition, performance management, compensation, retention, leadership development, organizational effectiveness, and policy administration.
- Support the full team member lifecycle, including recruitment, onboarding, engagement, development, succession planning, retention, and offboarding activities.
- Participate in semi-annual Regional Business Reviews with regional and executive leadership, providing HR insights and recommendations related to talent, engagement, retention, and organizational effectiveness.
- Analyze workforce data and trends, including turnover, retention, compensation, and engagement metrics; identify opportunities and provide recommendations to drive business results.
- Facilitate and support HR & Leadership Fundamentals training for new managers and leaders, ensuring understanding of employment practices, hiring processes, leadership expectations, and HR policies.
- Coordinate and deliver regional HR and leadership development training programs designed to strengthen leadership capability and organizational effectiveness.
- Partner with leaders on workforce planning, talent development, and succession planning efforts to support current and future business needs.

- Oversee partnerships with colleges, universities, and other talent sources to build a pipeline of qualified candidates for the Access Your Future internship program.
- Manage and administer the exit interview process and provide reporting and recommendations related to turnover trends and retention opportunities.
- Participate in compensation analysis, job evaluations, and annual compensation review processes.
- Maintain and update HR policies, procedures, and employee handbook content to ensure compliance and consistency.
- Represent the company in governmental hearings, investigations, litigation support activities, and responses to various state and federal agencies.
- Promote an engaged work environment by fostering accountability, open communication, teamwork, and alignment with company values.
- Ensure effective communication throughout assigned regions through participation in open-book meetings, leadership discussions, team meetings, and other organizational communication channels.
- Manage department resources, training, development, and talent initiatives in support of business objectives.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as specified in company manuals and as directed in the employee handbook.
- Conduct self in the presence of customers and community to present a professional image of RDO Equipment Co.
- Proactively seek and participate in available company-sponsored training, to develop and advance knowledge base and skill set.
- Participate in all company/location driven communication efforts, including open book meetings, huddles, department meetings and other related efforts.
- Maintain a positive and professional working relationship with peers, management and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform all other duties as assigned by management in a professional and efficient manner.

Job Requirements:

- **Education & Experience:** Bachelor's degree in Human Resources, Business, Communications, or a related field, along with 4+ years of progressive HR experience.
- **Professional Credentials:** PHR certification is preferred and demonstrates a commitment to HR best practices and professional development.
- **Communication Skills:** Strong verbal and written communication abilities, with the aptitude to build relationships, influence stakeholders, and convey information effectively across all levels of the organization.
- **Organization & Prioritization:** Excellent organizational skills with the ability to manage multiple priorities, meet deadlines, and maintain attention to detail in a fast-paced environment.
- **Flexibility & Travel:** Ability to travel up to 15% as needed to support business operations, leaders, and team member initiatives across multiple locations.
- **Valid Work Authorization:** Candidates must have valid work authorization and be able to work in the U.S. without company sponsorship.

Essential Job Functions:

Activity	Never	Occasionally	Frequently	Constantly
Hours Per Day	0 Hours	Up to 3 hours per day	3-6 hours per day	6-8+ hours
Sitting				X
Walking		X		
Standing		X		
Bending (neck)			X	
Bending (waist)		X		
Squatting	X			
Climbing	X			
Kneeling	X			
Crawling	X			
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use: Dominant Hand Right ___ Left ___				
Is repetitive use of hand required?		X		
Simple Grasping		X		
Power Grasping	X			
Fine Manipulation	X			
Pushing/Pulling		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		
Lifting:				
0-10 lbs.			X	
11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			
Carrying:				
0-10 lbs.			X	
11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			
Driving cars, trucks, forklifts, other equipment?	X			