



KAMAN Helicopters ranked by Forbes magazine as one of the “400 Best Big Companies” for sales and growth, is a full-service rotorcraft specialist with diverse manufacturing capabilities that provides solutions ranging from OEM helicopter production to subcontract arrangements including design, testing, certification, and delivery of complete helicopters, major subassemblies, complex components, subassemblies, and detailed parts.

Currently, we are looking for a ***Human Resources Generalist*** for our Bloomfield location.

The responsibilities are as follow:

- Recruit, interview and recommend for hire applicants who qualify for open exempt and non-exempt positions in the company, in accordance with company policies and procedures. Interface effectively with supervision on their staffing needs. Maintain cognizance and compliance with affirmative action, equal employment opportunity regulations and related state and federal employment laws. Represent the company at job fairs and related functions. Administer the internal job-posting program.
- Interface with the EEO Administrator in support or development of affirmative action plans, including subsequent documentation and control efforts. Assist in the development of sources of affirmative action candidates and/or agencies. May assist in the preparation of material to respond to compliance issues. Maintain an understanding of the company's affirmative action programs and objectives.
- Assist in the administration of the job evaluation program by working with supervision to evaluate positions and write associated job descriptions. Assure equity within the department, the Helicopters Division, and overall company structure. Provide on-going maintenance and control to ensure valid and relevant descriptions on a timely basis.
- Assist with the administration of the performance appraisal and associated merit program. Evaluate performance appraisals and wage increase recommendations for consistency, appropriateness and adherence to policy and budget. Provide ongoing employee and supervisory counseling in the evaluation of performance.
- Advise and counsel all levels of employees on matters related to employment at Kaman. Assist and advise management in the coaching, discipline and/or termination of employees. Assist all levels of employees in the interpretation of company policy and procedures. Conduct employee orientation and/or exit interviews. Exercise discretion and judgment to ensure employees receive fair and equitable treatment.
- Assist in the development and/or conducting of training programs such as sexual harassment, Business Code of Conduct, workplace safety or other related topics.
- Assist in the research for, and design of, programs and policies to be implemented by the department, including the identification of appropriate monitoring techniques to judge effectiveness; may be responsible for some of the monitoring upon implementation.
- Establish and maintain effective interface with all levels of employee to facilitate problem identification and resolution. Maintain currency in the state-of-the-art in related human resources administration trends and related state/federal laws.
- Perform with other duties, as assigned.

Qualifications:

- BS Degree in Business Management, Human Resources Management, or other related field.
- 3-5 years of relevant human resources experience including recruiting and employee relations.
- PHR or SPHR Certification a plus.
- Experience in manufacturing environment preferred
- Must have a high degree of competency using software products including MS Word, PowerPoint, Excel and Access
- Experience working in ADP HREnterprise preferred.
- Possess dynamic interpersonal skills to interact with all levels of management; and demonstrate excellent organizational, interpersonal, written, and verbal communication skills.

- Must be able to perform comfortably in a fast-paced, deadline-oriented work environment; to successfully execute many complex tasks simultaneously; and to work as a team member, as well as independently.
- Must be able to meet International Traffic in Arms Requirements (ITAR) for access to information and technology.

All positions at Kaman Helicopters require access to information or technology that is subject to the International Traffic in Arms Regulations (ITAR) and other US government security regulations. These laws do not permit access rights to non-US citizens or to other unauthorized individuals. Therefore, presently all applicants must be US citizens or US Permanent Residents ("green card holders") and/or otherwise comply with ITAR requirements for access rights to be considered for a position.

EEO. M/F/D/V Kaman Helicopter recruits, hires and promotes individuals without regard to race, creed, color, religion, age, gender, national origin or ancestry, marital status, sexual orientation, veteran status, or physical or mental disability unrelated to an individual's ability to perform the job, or any other status protected by law, all in accordance with applicable Federal, state or local law.