

Medalcraft Mint: HR Manager

Date posted: May 20, 2026

Pay: \$75,000.00 - \$85,000.00 per year

Job description:

Company Overview

Founded in 1948, our organization is a leading provider of custom recognition awards, including challenge coins, medals, and medallions. Our in-house design, manufacturing, and fulfillment operations are conducted within a state-of-the-art facility dedicated to delivering high-quality products efficiently and reliably. We are committed to investing in our employees and maintaining excellence across all aspects of our business.

Job Summary

We are seeking a dynamic and strategic Human Resources Manager to lead our HR initiatives and foster a positive, compliant, and productive work environment. The ideal candidate will oversee all facets of human resources management, including talent acquisition, employee relations, benefits administration, and compliance with employment laws. This role is pivotal in aligning HR strategies with organizational goals while ensuring the well-being and development of our workforce.

Responsibilities

- Partner with the Operations team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Oversee and manages the talent acquisition process, which includes recruitment, interviewing, and hiring of qualified job applicants, particularly for production associates; collaborating with departmental leads to understand skills and competencies required for openings.
- Onboard new employees and work with Department Leads on successful training and onboarding new employees, making necessary adjustments as needed.
- Provide support and guidance to employees and other staff when complex, specialized or sensitive questions and issues may arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodation, investigating certain situations, etc.

- Analyze trends in compensation; research and communicate to CEO/Ops team competitive wages and propose incentive pay programs to ensure the organization attracts and retains top talent.
- Handle benefit administration; working with our agent from the open enrollment process through educating new hires throughout the year.
- Manage and oversee performance management, along with employee learning and development initiatives.
- Lead and promote activities to create and maintain a healthy, positive and enjoyable work environment.
- Oversee employee disciplinary action, terminations, and investigations.
- Serve as member of the Safety Committee and play a part in making sure best practices are being followed and the work area is safe.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

Qualifications

- Proven experience in human resources management within a fast-paced environment.
- Strong knowledge of human capital management practices, employment law (including OSHA), and benefits administration.
- Excellent communication and listening skills with the ability to influence at all levels of the organization.
- Experience managing projects related to organizational change or process improvements within HR functions.
- Ability to handle sensitive information discreetly while maintaining compliance standards.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- A minimum of five years of human resource management experience required.
- Previous experience in manufacturing highly preferred.
- SHRM-CP, or PHR highly desired.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to access and navigate each department at the organization's facilities.
- Must be able to stand for longer periods of time as well and lift up to 10 pounds from time to time while the Company helps in Assembly during month end packaging initiatives.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Employee discount
- Flexible schedule
- Health insurance
- Health savings account
- Life insurance
- Paid jury duty
- Paid time off
- Parental leave
- Professional development assistance
- Referral program

- Tuition reimbursement
- Vision insurance

Work Location: In person