



2818 Plaza Ave. 
Hays, KS 67601
www.LDI.us 
785.301.2426 
785.301.2421 

Job description

Lang Diesel Inc. is a growing agricultural and Kubota dealership with locations in Kansas, Nebraska and Iowa. We are looking for an experienced Human Resource Director to join our corporate staff.

The Human Resource Director will focus on recruitment, management, and the direction of people in the organization. The Human Resource Director should provide corporate leadership, knowledge, and direction for company's policy and procedures.

High school graduation is required. Post secondary college education in Human Resource Management or Leadership Studies would be an asset.

Experience:

Minimum of two years experience in human resource management and general office administration.

Licensing/Certification:

A valid Driver's License and driving record acceptable to the insurance company is required for driving on company business.

Skills/Knowledge:

The following list is representative of the skills and abilities required to successfully meet the requirements of the position:

- Integrity and ability to manage confidential matters pertaining to the company and employees in a secure manner.
- The ability to manage and or perform a wide variety of tasks with the ability to prioritize effectively and meet deadlines.



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- The ability to utilize computer-based productivity tools: Microsoft Office (Word and Excel) is required.
- The ability to perform all duties with very high levels of accuracy and provide various reports in a timely fashion.

DUTIES & RESONSIBILITIES

1. New Hire Initiation: provide new hire packets to new employees and ensure all new hire paperwork is completed in a timely manner. Ensure payroll department has the necessary documents to setup employees in the payroll system in a timely manner.
2. Maintain employee files and ensure all files are up to standard in accordance with federal and state guidelines.
3. Update employees on eligibility of employee benefits. Enroll employees in company benefits including group health insurance; cafeteria plans; and 401k retirement plan.
4. Implement, train, and be a resource for managers in the employee evaluation process. Train managers on the proper way to complete employee evaluations. Track and file employee evaluations.
5. Implement, train, and be a resource for managers in the area of recruitment. Work with Location Managers for recruitment needs within their territories. Provide interview training and coaching to managers.
6. Setup guidelines/disciplinary policy on employees and train managers on how to follow and execute such guidelines and disciplinary polices, including proper documentation from verbal to written warnings and ensuring all are followed. Follow up on disciplinary action and file any documentation in employee file.
7. Provide resources for locations to make all employees within the organization aware of different policy and procedures the organization has in place. Take a proactive approach with important policies through the use of weekly newsletters to employees; pay stub "stuffers"; or conducting internal seminars at the locations



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to keep all employees up to date and informed of organizational policies and procedures. Update employee manual as needed.

8. Setup and maintain employee drug policy and drug testing policies.

9. Track work comp claims from the initial report to completion of the claim by the insurance company. maintain accurate reporting and filing of claims for OSHA purposes.

10. Implement, train, and be a resource for managers in the area of company safety. Be a resource for managers in keeping up with monthly safety programs such as getting locations safety videos or creating safety newsletters. Ensure proper documentation and filing of all safety programs.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off