ABOUT HELIENE

Heliene is a fast-paced entrepreneurial company growing rapidly in a highly desirable industry, with a mission to be part of the solution to climate challenges and contribute to a better planet.

Heliene has taken the challenge to help the world reduce its reliance on fossil fuels, by striving to be a leader in renewable energy. We are a manufacturer of high efficiency and high-quality solar modules. Our modules are produced on state-of-the-art solar manufacturing lines in Ontario-Canada, Minnesota-USA, and at manufacturing partners around the world.

Customer First is more than a slogan. It's the guiding principle of our business, a core value, and the cornerstone of our company culture.

WHY JOIN HELIENE

We are looking for talented and motivated people that want to help us shape the solar industry. Under an experienced leadership team, we provide growth opportunities, intellectual challenge and a flexible, collaborative company culture.

We offer comprehensive benefits, including competitive salaries; paid time off; health, dental, vision and life insurance; as well as retirement plans.

THE POSITION

Job Title:	Human Resources Business Partner
Position Status:	Full Time
Department:	Human Resources
Supervision Received:	Regional HR Manager
Supervision Exercised:	N/A
Location:	On-Site – Rogers, Minnesota

A.	Recruitment	25%
B.	Employee Relations	40%
C.	Compliance, Reporting and Special Projects	30%
D.	Other duties as assigned	5%
TOTAL		**100%**

The Human Resources Business Partner is a site-focused HR representative responsible for supporting the full employee life cycle at the Rogers, MN facility. This role partners closely with site leadership and

operations teams to deliver practical, responsive, HR support that enables effective staffing, employee relations, engagement, compliance, and day-to-day operational performance.

As the primary HR contact for the site, the HR Business Partner works directly with managers, supervisors, and employees to address workforce needs, support hourly and salaried recruitment, guide employee relations matters, and ensure consistent application of HR policies, procedures, and workplace expectations.

This position requires strong visibility on the production floor and a solid understanding of site operations to provide timely coaching, resolve issues effectively, promote positive employee engagement, and help maintain a safe, compliant, and productive work environment.

Key Responsibilities:

- Lead full-cycle recruitment for hourly and salaried positions at the Rogers location, including preparing job descriptions and postings, screening candidates, conducting interviews, coordinating required pre-employment checks, and supporting onboarding as needed.
- Develop and maintain relationships with local colleges, community partners, and workforce resources; attend career fairs and support employer branding initiatives to attract qualified talent.
- Research and identify effective sourcing channels, job boards, and outreach opportunities to support site staffing needs.
- Serve as a primary contact for employee inquiries and concerns, promoting a supportive and compliant workplace while guiding managers on employee relations best practices and ensuring consistent application of policies and procedures.
- Partner with site leadership to build strong working relationships, address workplace concerns, and support employee engagement and productivity.
- Support supervisors with attendance trends, excessive absenteeism, return-to-work expectations, and consistent application of attendance policies.
- Provide day-to-day coaching to front-line leaders on communication, documentation, conflict resolution, accountability, and performance conversations.
- Conducting workplace investigations into complaints, misconduct, harassment, policy violations, or employee concerns.
- Track and report site-level HR data such as headcount, vacancies, turnover, absenteeism, time-to-fill, employee relations activity, and engagement participation.
- Lead and/or support HR-related projects and policy development, including employee handbook updates, policy revisions, orientation planning, performance management initiatives, recognition programs, and other site or corporate HR initiatives.
- Perform other duties as assigned by the Regional HR Manager or delegate.

Minimum Qualifications:

Undergrad in Business Administration with a specialization in HR or related degree and at least five years of relevant experience or an equivalent combination of education, training, and experience required. CHRP or working towards CHRP is considered an asset.

- HRCI or SHRM certification considered an asset
- Proficiency in Microsoft Office Suite, SharePoint, HRIS systems such as ADP/Workforce Now
- Experience supporting timekeeping and payroll processes, including timecard review and employee inquiries.
- Working knowledge of Minnesota employment laws and compliance requirements, preferably in a manufacturing setting.
- Strong organizational skills, attention to detail, and ability to handle sensitive and confidential information with discretion.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to manage multiple priorities and meet deadlines under pressure.
- Demonstrated problem-solving skills and sound judgment in a fast-paced environment.
- Previous manufacturing experience is considered an asset.
- Must have a valid driver's licence and reliable transportation.

Salary Range: $80,000 to $105,000 Annually

Benefits:

- **Employer paid employee medical & dental benefits**
  - **Co-pay for spouse/dependents**
- **Performance Incentive**
- **Life Insurance**
- **401K match**
- **Paid PTO**
- **Paid sick days**
- **Paid personal days**

Qualified applicants should submit a cover letter and resume to the Careers Center.

All applicants must be legally eligible to work in the United States of America.

Heliene is strongly committed to fostering diversity and inclusivity within our organization and is an equal-opportunity employer. Heliene invites and encourages applications from all qualified candidates from equity-deserving groups, and all qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Currently, Heliene USA is not accepting applicants that require sponsorship.