Job Description

Position Title: Senior HR Manager

Reports to: President and Director of HR
Exempt/Non-Exempt Status: Exempt
Job Title Description: HR Manager
D**epartment**: Human Resources
Division: Taylor Farms Northwest

Communications: Each employee is expected to speak well of the company; communicate with peers and supervisors in a respectful and professional manner; exhibit mature behavior in dealing with ambiguous situations.

Job Summary: Provides advice and counsel to managers, supervisors, and employees as to Human Resources policies and procedures and employee benefits. Manage the recruitment program from strategic planning to implementation. Oversee workers compensation, 401k and benefit program.

Essential Duties and Responsibities:

- The Human Resources Department is responsible for all policies, procedures, and programs relating to the human resources of the division.
- Reports to the President concerning employment, personnel policies and procedures, employee records, medical, and EED; management development, training certification, and quality circle program; exempt and non-exempt salary administration, employee benefits administration, and employee communication; safety; and security—both DIS and perimeter.
- The Human Resources Manager works with all levels of management to provide human resources expertise in all aspects of the human resources function including but not limited to employee relations, benefits, full-cycle recruiting and workers compensation.
- Consistent evaluation of the company's recruitment program to include continued relationship building with community resources, temporary agencies and monitoring of best practices regarding recruitment strategy.
- The Human Resources Manager reports directly to the President and has an indirect reporting relationship to the Director of HR at Corporate.

- Consistently maintaining favorable and effective relations among employees, accountable for motivating and stimulating supervisors and managers to ensure consistent, equal, and fair treatment of their employees.
- Mediator, counselor, and facilitator in arbitrating disputes between employees and their supervisors and managers.
- Counsels and advises the affected individuals on the use of the problem-solving procedure, which consists of a systematic approach to understanding, approaching, and solving employee/supervisor problems.
- Must use care and judgment to ensure fairness and equity throughout the counseling process.
- Knowledge of the company's benefit programs and their application must be complete. Incumbent acts as benefits counselor to both management and employees.

Position requires performing any combination of the following job duties:
Peripheral Duties:

- Special projects as assigned by the President or HR Director

Desired Minimum Qualifications:

- 5 years of HR Management Experience
- Knowledge of human resources policies and procedures and, more importantly, their application in the day to day working environment is critical to the success of the position. The incumbent basically speaks for Human Resources as employee problems arise within the assigned functional area. Advice and counsel given supervisors and managers must be consistent with the human resources philosophy and running rules.
- The incumbent is expected to know the employees in his/her assigned area, from manager/supervisor down to individual employee. This knowledge will be used for problem solving, identifying succession planning, and to assess the work force in the event of a union organizing campaign.

Licensing and Certification: 4 year degree in HR or related field, PHR, SPHR or equivalent experience preferred.

Tools and Equipment Used: Computer, MS Office products, Ultipro, Kronos, proprietary software and other basic office equipment.

To apply, please send resume and cover letter to mneeson@taylorfarms.com .