



Hausbeck Pickle Company is where our Mission is to produce & deliver the highest quality food products with enthusiasm & integrity while striving for win-win partnerships with our customers and suppliers. We are looking for experienced professionals to join our family-oriented environment. Please consider joining a team whose vision is to share the FUN, FLAVOR & FREEDOM of our food products with everyone, making the world a tastier place!

Job Summary

The Human Resources Manager is part of the organization's leadership team and is responsible for managing the planning, development, implementation, administration, and budgeting of all the Human Resources functions, including but not limited to the following: employment, recruitment, team member relation matters, EEO, compensation/benefits, and organizational development. The HR Manager will develop and execute strategic HR actions and will advise company executives in Human Resources policy and program matters that align with the company's mission, purpose, leadership expectations, and family values.

Essential Duties and Responsibilities

- Provides strategic direction, leadership, management, and accountability for HR department.
- Ensures all work performed by the department focuses on delivering excellent customer service, regulatory compliance, and timely, efficient processes.
- Work with leadership team to resolve team member relation issues in accordance with company needs and policy guidelines. Develops coaching strategies, implements dialogues that address specific concerns and issues, and oversees resolution of conflicts/disputes.
- Advises leaders on progressive discipline procedures to assure fair and equitable treatment for all team members and assist leaders with hiring and firing process and decisions.
- Develops HR policies, maintains and updates company handbook as needed, and handles related questions.
- Implements performance evaluations and advises leaders of schedules for team member performance evaluations; follows up on delinquent or inconsistent evaluations.
- Ensures systems and processes are in place for effective communications and facilitates the company's Team Improvement Group (TIG) meetings.
- Develops strategic talent acquisition plans and training programs applying for grants when applicable. Works with legal to obtain H-2B team members if necessary. Ensures recruitment system is maintained in a legally compliant, orderly, and effective manner.
- Coordinates team member engagement activities for the organization.
- Updates compensation programs, ensures job descriptions are up to date and are compliant with all regulations, conducts annual salary surveys and analyzes compensation to retain top talent to stay competitive in the marketplace.
- Performs benefit administration to include annual re-evaluation of policies for cost effectiveness and design of wellness activity programs. Recommend changes as warranted. Ensures compliance with current legislation and ACA Reporting.
- Maintain company organization charts and employee directory
- Partner with management to ensure strategic HR goals are aligned with business initiatives



- Design and implement employee retention strategies
- Manages all Leave of Absence and FMLA Administration.
- Responsible for maintaining all necessary HR documents, records and reports including unemployment, insurance reports, Workers' Compensation, OSHA log, EEO reports, salary surveys, and change notices.
- Initiates/Manages the application process for state grants such as GoingPro.
- Oversees activities associated with the skilled trades apprenticeship program with Delta College and Department of Labor.
- Adhere to the Company Code of Ethics and complies with local, state, and federal employment laws.
- Provides support to the EHS Leader on safety related matters.
- Assists in training and development for all levels within the company.

Supervisory Responsibilities

Supervises HR Coordinator and Talent Acquisition Specialist.

Additional Responsibilities

Perform all other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Bachelor's degree in business with a focus in Human Resources Management.
- Strong HR Generalist Background; Minimum 5 years supervisory experience and 7 years' HR management experience with a company with 100 or more team members.
- Prior Human Resources experience in a production or manufacturing facility is a plus.
- PHR/SPHR or SHRM Certification is preferred.

Knowledge, Skills and Abilities Required:

- Proficient with Microsoft Office Applications or related software as required to complete and maintain records.
- Good written and verbal communication skills to convey and receive information effectively (in person, on the phone, or through written correspondence).
- Good analytical and judgment skills.
- Excellent organizational skills to work independently, prioritize, handle multiple tasks and manage time.
- Leadership skills which include decision-making responsibilities, coaching, teaching and counseling, ability to inspire and build confidence in others and forge alliances and garner support.



Equal Employment Opportunity Policy:

Hausbeck Pickle Company provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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