



POSITION: HUMAN RESOURCES, Beef Processing Facility

SHIFT: Primarily First Shift, but will be flexible to meet the needs of the organization

POSITION TYPE: Full-time; Salaried

PAY RANGE: \$62-70K per year

DEPARTMENT: Operations

OBJECTIVE: Reporting to the General/Plant Manager, the Human Resources Manager oversees development and implementation of human resources policies and programs. This includes recruitment, retention, staff development, human resources information system, employee benefits, performance management, employee relations, employment practices and procedures, and work/life issues. The incumbent is responsible for strategic development and ensures that the human resources function is current and progressive.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responsible for the day-to-day operations of the Human Resource functions
- Oversees the full cycle recruitment process.
- Performs resolution for all employee relations issues.
- Ensure compliance with USDA – Food Safety Inspection Service and all other federal, state, and local regulatory agencies.
- Supervises all workers compensation claims and tracks injury trends for performance improvement.
- Coordinates all employee recreational and social activities.
- Coordinates staff development and performance management
- Maintains consultative relationships with all Department Managers.
- Maintains structure by updating job requirements and job descriptions for all positions.
- Develops, reviews, and maintains harvesting facility/plant policies and procedures.
- Provides oversight to all employee benefits programs with respect to program costs and administration.
- Participates in various committees.
- Consults legal counsel to ensure that policies comply with federal/state law.
- Leads new employee orientation to foster the Country Butcher values.
- Coordinates management training in interviewing, hiring, terminations, performance review, etc.
- Prepares budget of Human Resources Operations.
- Leads initiatives to continue to place the Country Butcher as the Employer of Choice in the area.
- Identify best practices and lead continuous improvement initiatives to reduce work process risks, raise safety awareness and improve safe work practices.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree and/or 3-5 years Human Resources Management experience is required, harvesting experience is a plus. Human Resources Certification a plus.
- Deep understanding of Indiana labor laws.
- Good knowledge of data analysis and risk assessment.
- Problem-solving, organizational, multitasking, customer service and analytical skills required.

COMMUNICATION SKILLS:

- Must have excellent written and verbal communication skills.
- Ability to write reports and business correspondence as well as present to large groups.
- Ability to effectively present information and respond to questions from customers, business partners, U.S.D.A., supervisors, and employees.
- Bilingual in Spanish a plus but not required.



WORK ENVIRONMENT:

The work environment is a combination of corporate and manufacturing. While performing the duties of this job, the employee is occasionally exposed to cold, hot, and/or humid conditions. The employee occasionally works near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles.

EOE

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