

Director of Human Resources

Job Description:

With dynamic market conditions and an assertive plan of action, this company is in need of a proactive, results-oriented, highly effective, and hands-on Director of Human Resources. It is essential that the individual possess excellent people skills necessary to foster an environment that supports teamwork, continuous improvement, and innovation while at the same time striving to maintain a high level of expectation and compliance. This is an exciting opportunity in the San Diego area to build the Human Resources department for a growing and dynamic Company.

Position Reports to:

The Director of Human Resources will report directly to the COO.

Responsibilities & Duties:

Will include, but are not limited to the following:

- Responsible for talent acquisition, employee relations, performance management, and general employment practices.
- Stay abreast and ensure company is compliant with all relevant California and federal employment laws, policies, and programs.
- Communicate changes in the organization's personnel policies and procedures and ensures that proper compliance is followed.
- Development and/or enhancement of new hire orientation program and on-boarding processes. Collaborate with the CEO and COO to implement HR policies that create strong employee morale AND fit within the Company's overall strategy and budget
- Presentation and evaluation of internal training programs.
- Responsible for procuring & evaluating all health insurance packages and benefit employee packages.
- Develop, maintain and update all personnel records and files in a strictly confidential manner.
- Advise and counsel all levels of management and employees as they relate to employee relations and performance issues.
- Coordinate or conduct exit interviews to determine reasons behind separations.
- Develop and implement a proactive recruitment sourcing strategy, as needed.
- Develop a strong understanding of our company's work culture and the overall business strategies of the organization. Represent our business to job applicants in an informative and positive manner.
- Develop and maintain a human resource information system that meets the organization's personnel information needs. Implement technologies that reduce manual process and create efficiency.

Qualifications:

- At least 7 years of increasingly responsible human resources experience, with a minimum of 5 years in a human resources management role with a history of success in a small to mid-sized company.

- Deep understanding of federal and California employment and human resources related laws including in depth knowledge of workers compensation laws.
- Experience with 250+ employee base of hourly employees.
- Fluent or highly conversational in Spanish.
- Proven knowledge of employee relations, performance management and organizational development.
- Proven experience in recruitment strategy and delivery.
- Ability to successfully work with all levels of the organization, from executives to hourly employees.
- Excellent verbal and written communication skills, strong interpersonal skills, and a customer service orientation.
- Experience in the agricultural industry is a plus.
- Bachelor's degree preferred

Position Benefits:

The compensation package for this position is commensurate with experience and includes a competitive base salary and bonus.

Please send all resumes to jen@joeproduce.com or contact Jennifer Brommeland-916-623-0304 office