



Human Resource / Payroll Manager

Located in Central California near Coalinga, Harris Ranch Feeding Company is the largest cattle feeding operation in California supporting our renowned Harris Ranch Beef Operation and growing some of the finest beef cattle in the country. We are still a family owned company that values our employees and continues to grow under our new ownership.

We are currently looking for a full time Human Resource / Payroll Manager to staff our Feeding operations outside of Coalinga CA. This position will be responsible for 250-300 employees.

The successful candidate MUST HAVE experience in Microsoft Dynamics GP Payroll systems. All others need not apply.

Responsibilities & Duties:

- Day to day functions of the Human Resource department and assisting with employee relations regarding company policy and benefit administration.
- Setting up and administering all payroll functions on a bi-weekly pay period for the facility employees.
- Maintaining compliance with payroll taxes, deductions, and withholdings
- Ensures compliance with all applicable guidelines and regulations in regards to human resource and employee relations.
- Insure records are maintained and prepared according to established company guidelines.
- Maintain Human Resource and Safety Information System records.
- Maintain and administer employee disciplinary and corrective actions.
- Investigate and process employee complaints.
- Maintains knowledge of legal requirements and government reporting regulations affecting human resources and ensures policies, procedures, and reporting are in compliance.
- Plan, organize and administer the recruitment and interview process.
- Plan and conduct new employee orientation and annual retraining.
- Advises management in appropriate resolution of employee relation issues.
- Support managers in the administration of corporate HR policies.
- Ensure strong open communication channels exist between employers and management.
- Responds to inquiries regarding policies, procedures, and programs.
- Administers benefit and leave programs.
- Administer employee separation notices and related documentation, and conduct exit interviews.

Education:

Bachelor's degree (B. A.) from a four-year college or university; **and/or** a minimum of three years related experience and/or training. Agriculture experience a plus

Skills:*Language Skills:*

Ability to read, write and communicate effectively in English and Spanish languages. Must be able to effectively write reports and business correspondence. Must be able to effectively communicate and present information to large groups.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Database software; Human Resource systems; Internet software; Spreadsheet software and Word Processing software.

Salary & Benefits

Very competitive wage structure DOE

Benefits include paid vacation, sick leave and life insurance, additional life insurance available.

Comprehensive Health Dental, Vision & life coverage

401K

Employee discounts

Please send resume directly to Mike.casey@harrisranchbeef.com