



Join our Team!

Job Title: Human Resources Manager
Department: Human Resources
Reports To: Human Resources Director
Date of Opening: Immediately

Our Company: We are an established Company with operations in Brawley, Coachella, Salinas Valley, and Napa, California, and Yuma, Arizona. We pride ourselves with providing agricultural labor, custom harvesting, and operational support to our customers with an emphasis of enhancing value to our farmers' all while maintaining safety, quality, and innovation in mind. Our team is incredibly dedicated, pioneering, abides by integrity and is our Company's number one asset.

Deadline to Apply: All applications will be considered as received. The position will be filled based on the candidate's qualifications and experience.

Your Role: The Human Resources Manager will manage key areas of the Human Resources Department including, recruitment, onboarding, benefits, talent management, compensation and performance management, training, HR analytics, employee relations, leave compliance, labor reports, workers compensation, and record retention and requests.

Your Impact:

- Collaborate with Management to recruit, train, develop, evaluate, and reward team members in managerial, exempt, temporary and professional roles.
- Review and develop training and tools (mandatory and non-mandatory) to ensure compliance and best practices to continuously support the professional growth of our Company's employees, including supervisory training.
- Maintain knowledge and compliance with federal, state, and local employment laws and regulations; review policies and practices and provide recommendations accordingly.
- Manage HR activities required to administer and execute human resource programs including but not limited to recruitment, onboarding, benefits, talent management, compensation and performance management, training development, employee relations and recognition, disciplinary matters, investigations, leave compliance, injury prevention and workers compensation, and record retention and requests.
- Provide guidance regarding authorized and entitlement leaves, workplace restrictions and workplace accommodations.
- Provide clarity and mentorship to team members regarding their role and purpose in relation to the Human Resources Department goals in support of the Company's vision.
- Recommend and create standard operating procedures to cross train, create efficiencies, ensure compliance, and checks and balances in HR functions.
- Ensure that documents are accurately and timely provided to employees, including but not limited to recruitment, onboarding, training, leave, layoff, and separation of employment.
- Ensure that labor law posters and notices are accurately and timely posted as applicable.
- Utilize the Human Resources Management System (HRMS) functionality and provide recommendations to ensure the HRMS works to our advantage.
- Monitor and recommend best practices and trends in HR functions.
- Prepare employee memorandums, separation notices and other documentation.
- Facilitate employee disciplinary meetings, investigations, and separations of employment; may conduct exit interviews.
- Conduct new hire orientation for administrative personnel.
- Manage employee recognition programs.
- Create and nurture a professional working relationship with all Company team members (i.e., HR Colleagues and Managers, Forepersons, Management, Safety Coordinators, Payroll, DOT, and Accounting).
- Partner with the Human Resource Director to execute the Company's human resources strategies.
- Ability to travel to other Company locations as needed.
- Performs other duties as assigned.

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.

Your Qualifications

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Knowledge of Environmental Health and Safety and H-2A Program, preferred.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite.
- SHRM-CP or SHRM-SCP desired.
- Proficiency with or the ability to quickly learn the Company's HRMS.
- Current drivers license.

Your Education and Experience

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- At least 5 years of human resource management experience in agriculture preferred, that would provide the level of knowledge and ability required for the position.

Your Language Skills

- Must have the ability to communicate effectively and a professional manner with all Company employees, including general labor, administrative, supervisory and management employees and external stakeholders.
- Must be bilingual and biliterate in English and Spanish.

Your Mathematical Skills

- Must have the ability to add, subtract, multiply, and divide; apply concepts of basic algebra; and interpret graphs, charts, and tables.

Other

- Travel required, about 30%.
- Requires working outside normal business hours and weekends.

Physical Requirements and Work Environment

- Prolonged periods of sitting at a desk and working on a computer.
- Light to moderate lifting (up to 40 pounds).
- Reaching, stooping, pulling, pushing and manual dexterity.
- Operating a computer, calculator, copier, and typewriter involves repetitive hand arm movement.
- Must be able to visit all Company departments and environments, including, office, field, shop, etc.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Must be able to handle multi-tasks and work in a fast-paced environment with frequent interruptions.
- Must be able to interact politely with outside customers and vendors.
- Communication with other team members involves making contact orally, via telephone, electronic email or in person.

For additional information or to submit your resume, send an email to: careers@foothillpacking.com

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