

Human Resources Manager

Chelten House Products, Inc Bridgeport, NJ 2/9/2015

Job Description

Chelten House – The Business

Chelten House Products, Inc. is a fourth-generation, family-owned, food industry manufacturer, with facilities in New Jersey and Nevada, that is an industry leader known to be the total solution for food companies requiring private label, value-added quality sauces and dressings. Chelten House is widely recognized for its all natural and organic expertise and our commitment to creating and manufacturing the finest tasting pasta sauces, salad dressings, salsas, ketchups, mustards and host of other sauces and blends. We continually use the highest standards of Quality and Safety with the sole purpose of serving our customers with products that provide a value.

Chelten House – The People

The Chelten House Team radiates our commitment to our customers, demonstrated in our dedication to high-quality service and to high-level team work. Every team member contributes to our success with their "can-do" attitude, positive demeanor and their untiring work ethic to get the job done and get the job done well. We have a passion to be the best and actively demonstrating a genuine consideration for the work that we do, the customers we serve and the co-workers we work with every day. Our ultimate goal is to be the best business partner for everyone we come in contact with.

Be Part of the Team

Our New Jersey operation is currently in need of a **Human Resources Manager**. This position will be expected to:

Description

- Partners with leadership team in identifying, evaluating and executing departmental process improvement, and policy and procedure accuracy and efficiencies; and partners with HR team in program development
- Manages the lifecycle of HR initiatives and/or projects to include developing project plans, coordinating team efforts, developing deadlines for key deliverables, evaluating project outcomes and communicating status to all project team participants and/or senior management
- Drives implementation of HR strategy, works to partner with and gain buy-in from leadership team members while achieving business and HR strategic goals
- Provides consultative and problem-resolution services to the leadership team and overall employee base in the areas of Company policy and procedure, Federal and State regulation and standards and employee and labor law statutes
- Collaborates with Executive Director of HR and other senior management; builds supportive programs and sustains procedural integrity of systems related to employee/labor relations, benefits administration, compensation and HRIS maintenance; partners with Talent Acquisition and Development Manager in the areas of on-boarding, talent retention and talent development
- Supervises and directs administrative support team; ensures adherence to procedures and overall compliance with service standards and responsiveness protocols

Job Requirements

- Bachelor's degree in Human Resources, Business Administration, Psychology or other related degree.
- Minimum ten (10) years' experience with human resources generalist responsibilities
- Minimum five (5) years of previous management/supervisory experience
- Possesses strong project management skills related to Human Resources
- Proficiency in Microsoft Office with demonstrated expertise in Word, Excel, Power Point. Proficiency with HRIS system(s).
- Ability to demonstrate and convey professional demeanor and communication skills, in writing and orally.
- Ability to maintain a sense of urgency and emit exceptional service standards with all employees
- Demonstrated experience in handling confidential and highly sensitive issues with appropriate due diligence
- Bilingual candidate preferred (English/Spanish) but not required

Info at: http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?utm_source=job-recommendation&utm_campaign=regular-rec-email&HostID=US&SiteID=cb_emailrec_US&Job_DID=JHQ16F74LKRVL0M6RJ&utm_term=2015-02-22&je=myrec&showNewJDP=yes&utm_medium=email&IPATH=JEHRAXA&sc_cmp2=10_JobMat_JobDet