**HUMAN RESOURCES MANAGER**

**Seabrook Brothers and Sons, Inc**, a 500 employee, non-union, food processing company in Cumberland County is seeking an experienced Human Resources Manager for the top HR position in this family-owned business. Reports to the President.

**Responsible for the full suite of HR functions including:**

 Legal/regulatory compliance

 Benefits selection and administration

Governmental reporting (EEO-1, 5500s, etc.)

 ACA compliance and reporting

Responding to legal inquiries and litigation

 Maintenance of HR database

 Establishing and overseeing HR policies and procedures

401(k) plan administration, design, compliance, and reporting

Professional level recruiting

 Supervising a staff of 3 to 4

The ideal candidate will have hands-on experience in most of the above listed areas.

This is a salaried-exempt position and includes a full benefits package. This is a smoke-free/scent-free office environment.

Applicants should send resume and salary expectations to HR@seabrookfarms.com